

Reg. No. :

Name :

Third Semester B.A./B.Sc. Degree Examination, March 2022

First Degree Programme Under CBCSS

Language Course – English

EN 1311.1/EN 1311.3 : WRITING AND PRESENTATION SKILLS

**(Common for B.A/B.Sc (Language Course VI) & Career Related 2(a)
(Language Course V))**

(2015 – 2018 Admission)

Time : 3 Hours

Max. Marks : 80

- I. Answer **all** questions, each in a word or sentence.
- A. Rewrite the following sentences, correcting the errors if any.
1. She asked whether she can take it.
 2. I and My friends, went fishing yesterday.
 3. They are very noisy? Isn't it.
 4. Each of the packets have been checked.
 5. Mathematics are a difficult subject.
- B. Write one synonym each for the following words.
6. Paramount
 7. Observe

8. Scope
9. Significant
10. Valid

(10 × 1 = 10 Marks)

II. Answer any **eight**, each in a short paragraph not exceeding **50** words :

11. Define Writing.
12. Give two examples of collocation.
13. Differentiate between academic and creative writing.
14. What is mind mapping?
15. What is note-making?
16. What is an expository paragraph?
17. What are the difference between formal and informal letters?
18. Topic sentence and its importance.
19. What do you mean by media?
20. What is a precis?
21. Explain "5Ws and 1H".
22. What are open-ended questions?

(8 × 2 = 16 Marks)

III. Answer any **six** as directed :

23. You have been informed about a meeting to be held in office. Prepare an e-mail informing the HR manager of your inability to attend the meeting.
24. Write a precis of the following passage reducing it to one-third of its length :

Trees give shade for the benefit of others and while themselves stand in the sun and endure, the scorching heat, they produce fruit of which others profit. The character of good mean is like that of trees. What is the use of this perishable body if no use is made for it for the benefit of mankind? Sandalwood, the more it is rubbed, the more scent does it yield. Sugarcane, the more it is peeled and cut up into pieces, the more juice does it produce. The men who are noble at heart do not lose their qualities even in losing their lives. What matters whether men praise them or not? What difference does it make whether they die at this moment or whether lives are prolonged? Happen what may those who tread in the right path will not set foot in any other. Life itself is unprofitable to man who does not live for others. To live for the mere sake of living one's life is to live the life of dogs and crows. Those who lay down their lives for the sake of others will assuredly dwell forever, in a world of bliss.

25. Prepare a report on a cleaning campaign undertaken by the nature club of your college.
26. Write a letter to the Municipality of your area complaining about bad state of roads in your locality.
27. Prepare a questionnaire for conducting a survey in the school dropouts in your area.
28. What are the things to be kept in mind while making a powerpoint presentation?
29. Write a letter to the editor complaining about the lack of street light in your area leading to anti-social activities.
30. Imagine that you are a journalist and you want to interview a sports celebrity. Prepare ten questions to be asked during interview.
31. What type of questions are asked in a survey. Explain.

(6 × 4 = 24 Marks)

IV. Answer any **two** as directed.

32. Write an essay on "The impact of social media on youth" in about 300 words.
33. "You are secretary of film Club in your college. Prepare a report to be submitted to your principal, presenting details of the activities of the club".
34. Create content for 15 to 20 slides on "Unity in Diversity".
35. You are Krishna/Karishma. You are a graduate in commerce and applying for the post of marketing manager in XYZ company? Prepare a resume with a covering letter.

(2 × 15 = 30 Marks)

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