

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 BA/B.Sc. (Language Course VI) & Career related 2 (a)  
(Language Course V))**

**(2013 & 2014 Admission)**

Time : 3 Hours

Max. Marks : 80

I. Answer **all** questions. **Each** carries **1** mark.

(A) Rewrite the following sentences correcting the errors if any

1. Do you know where is the restaurant?
2. I always try to do things very careful.
3. We regret informing you that your application has been denied.
4. The four participants discussed it between themselves.
5. We talked during three hours this morning.

(B) Write one synonym for each of the following words.

6. Persist
7. Vague
8. Attribute

P.T.O.

9. Oppress

10. Perish

(10 × 1 = 10 Marks)

II. Answer any **eight**, each in a short paragraph not exceeding **50** words. Each carries **2** marks

11. What is a topic sentence?

12. Mention two important points to be kept in mind while making slides for a presentation.

13. Briefly describe the technique of paraphrasing.

14. What is proof reading?

15. What is copy editing?

16. What do you understand by the term word processing?

17. What is desktop publishing?

18. What is a fax?

19. How is a text evaluated?

20. How can you write an effective conclusion to an essay?

21. Give two examples of closes used in formal letters.

22. Why is editing a text important?

(8 × 2 = 16 Marks)

III. Answer any **six**, each in a paragraph not exceeding **100** words. Each carries **4** marks.

23. Write a letter to your friend inviting him to your place to spend his vacation.

24. Write a précis of the following passage reducing it to one third of its length.

*A Streetcar Named Desire* is a classic of the American theater. Tennessee Williams' landmark work was a tour de force in its original stage production in 1947 and continues to resonate with audiences and readers today despite—or perhaps because of—its simplistic though layered story. A faded Southern



belle, Blanche DuBois, arrives at her sister's seedy New Orleans apartment where she is tortured by her brutish brother-in-law, Stanley Kowalski. Blanche puts on airs of class and happiness throughout the play, though internally she is miserable and haunted by her tragic and scandalous past. Stanley forces Blanche to face her dolorous reality with his vitriol and, finally, his act of sexual aggression and in doing so, he causes her to lose her tenuous grip on sanity. Most have argued (correctly) that the play is about the ways the past haunts our present or (again correctly) that it is about the ways class and sexuality impact our lives. However, few have seen the play for what it is: an allegory for the theater. Itself Before Williams wrote, *A Streetcar Named Desire* the theater had been dominated by melodrama. A brief interlude in the 1930s brought political theater to center stage but by the 1940s, its principal playwright, Clifford Odets, had left New York for Hollywood, and the sensationalized and maudlin form of melodrama once again flourished. The theater was in limbo, and Williams had a desire to bring something new to the world. It would bring the realism of the political theater of the 1930s but without the political underpinnings. To that end, he created lifelike characters that spoke in realistic dialect.

25. A teacher is advising a student about career choices. Write a conversation between them in about 80 words.
26. Prepare a questionnaire for conducting a survey of people who buy products online.
27. You are a reporter of a newspaper. Prepare a report on a film festival that is going on in your city.
28. Discuss the different methods of note taking.
29. Write down the characteristics of a good paragraph.
30. What are the mechanics of academic writing?
31. Write an email to your boss requesting permission to pursue an evening course.

**(6 × 4 = 24 Marks)**

IV. Answer any **two**, each in about **300** words. Each carries **15** marks.

32. Write an essay on the impact of globalization in about 300 words.
33. You are the Secretary of the media club in your college. Prepare the annual report of the club.

34. Write an essay about a tourist destination.
35. You are Rema Kishore. You have postgraduate degree in English. Apply for the post of a lecturer in a college. Prepare a C V and write a covering letter.

(2 × 15 = 30 Marks)

---

gcwcentrallibrary.in