

Reg. No. :

Name :

Third Semester B.Com. Degree Examination, March 2021

First Degree Programme Under CBCSS

English – (Language Course)

EN 1311.2 WRITING AND PRESENTATION SKILLS

(2013 Admission)

Time : 3 Hours

Max. Marks : 80

I. Answer **all** questions.

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

1. We are playing tennis every day.
2. He is sleeping for two hours.
3. Neither of the boys have returned.
4. Do you have a few minutes to discuss about this project?
5. I've loved classical music ever since I was child.

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

6. Command
7. Animated

8. Annoy
9. Beneficial
10. Commence

(10 × 1 = 10 Marks)

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

11. What are the points to be kept in mind while writing business letters?
12. What is a memo report?
13. What is the etiquette regarding forwarding of e-mails?
14. What is a resume?
15. What are the features of creative writing?
16. Briefly discuss the process of revising a draft.
17. What are the basic points to be remembered while writing a report?
18. How are handouts prepared?
19. Comment on the strategies of discussion after a paper presentation.
20. How can a text be edited effectively?
21. What are the main points to remember while creating a slide?
22. How can you ensure clarity in presentation?

(8 × 2 = 16 Marks)

III. Answer any **six**, each in a paragraph not exceeding **100** words.

23. Write a letter to your aunt requesting her to become your local guardian when you join a college in her town.
24. Write a précis of the following passage reducing it to one third of its length.

When we survey our lives and efforts we soon observe that almost the whole of our actions and desires are bound up with the existence of other human beings. We notice that whole nature resembles that of the social animals. We eat food that others have produced, wear clothes that others have made, live in houses that others have built. The greater part of our knowledge and beliefs has been passed on to us by other people through the medium of a language which others have created. Without language and mental capacities, we would have been poor indeed comparable to higher animals.

We have, therefore, to admit that we owe our principal knowledge over the least to the fact of living in human society. The individual if left alone from birth would remain primitive and beast like in his thoughts and feelings to a degree that we can hardly imagine. The individual is what he is and has the significance that he has, not much in virtue of the individuality, but rather as a member of a great human community, which directs his material and spiritual existence from the cradle to grave.

25. You are an employee in a firm and you want to enroll in an evening course. Write a conversation between you and your boss in about 80 words.
26. Prepare a questionnaire for conducting a survey of students who drop out from school.
27. You are a reporter of a newspaper. Prepare a report on a programme that was conducted to encourage the use of public transport.
28. Discuss the process of academic writing.
29. Briefly outline the points to be kept in mind while making a survey questionnaire.

30. What is the structure of a seminar paper?
31. Write an email to your boss requesting her to extend a deadline for a project that has been assigned to you.

(6 × 4 = 24 Marks)

IV. Answer any **two**, each in about **300** words.

32. Write an essay on Global Warming in about 300 words
33. You are the President of the College Union. Prepare an annual report of the activities of the students.
34. Prepare 15 slides on a tourist destination of your choice.
35. You are Rekha Vijayan a post graduate in Economics. You have worked part time in a private agency. You are applying for the post of a guest lecturer in a college. Prepare your C V and a covering letter.

(2 × 15 = 30 Marks)