B – 3764

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Reg. No. : .....

Name : .....

Third Semester B.Com. Degree Examination, December 2016
First Degree Programme under CBCSS
Language Course IV
EN 1311.2 : WRITING AND PRESENTATION SKILLS
(2015 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) No sooner has he seen the bus than he ran for it.
2) Raj is really very upset, is it ?
3) The tourists as well as the guide have got into the train.
4) All their furnitures are beautiful.
5) I congratulated him for his success.

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

6) major
7) ascend
8) melancholy
9) vanish
10) disapproval.

(1×10=10 Marks)

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

11) What are the uses of computers in writing ?
12) What is a survey ?
13) What are phoneme and morpheme ?
14) Differentiate between academic and creative writing.
15) What is mind mapping ?
16) What are the features of a narrative essay ?
17) How is an essay different from a report ?

P.T.O.

18) What is collocation ?

19) What is 'brain storming' ?

20) Influence of IT on the scope of writing.

21) Explain 'netiquette'.

22) Point out the differences between a CV and a Résumé. **(8×2=16 Marks)**

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

23) You are planning to visit a friend in Chennai. Compose an email giving him/her details of your trip.

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

Though Information and Communication Technology (ICT) has been a tool for speeding up the justice system, we would soon witness in our digital economy more and more crimes being committed using ICT itself. These are now known the world over as cyber crimes. The problem with the digital world is that the crime may originate anywhere in the world beyond our own shores but will damage organizational wealth in digital form in multiple locations in the country. Judges, lawyers, the police and law officers should be trained to be aware of such possibilities in much the same way as they have been trained to understand crime in the physical world. In this globalized world of connectivity, every new technology advancement comes with its associated crime as well. However, to stop, deny or block the information traffic would not be a suitable option.

25) Prepare a report on the Medical Camp that the NSS unit of your college organized.

26) Write a letter to the editor of a newspaper expressing concern over scarcity of water in your locality.

27) Prepare a questionnaire for conducting a survey on student amenities in college.

28) Explain the three C's in writing.

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29) Write a letter by email to the District Collector asking for an appointment to invite him as a chief guest for a cultural event in your club.

30) Write a note on Body Language during presentation.

31) What are the nine steps involved in writing an email ? **(6×4=24 Marks)**

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

32) Write an essay on "How can youth fight corruption ?" in 300 words.

33) You are the secretary of your Residents' Association. Prepare a report on the Gandhi Jayanthi celebrations in your colony.

34) Create content for 15 – 20 slides on 'Onam : Kerala's own festival'.

35) You have completed your MBA and are applying for post of Public Relations Officer in a company. Prepare a resume with a covering letter. **(2×15=30 Marks)**

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