eg. No. : .....

ame : .....

Supple

Third Semester B.A./B.Sc. Degree Examination, December 2017
First Degree Programme Under CBCSS
ENGLISH – (Language Course)
EN 1311.1/EN 1311.3 : Writing and Presentation Skills
(Common for B.A. EN 1311.1/B.Sc. & Career Related 2(a) EN 1311.3)
(2013 & 2014 Admissions)

ime : 3 Hours

Max. Marks : 80

I. Answer **all** questions.

A) Rewrite the following sentences, correcting the errors if any.

1) He complemented the winner.
2) This book comprises of five chapters.
3) The old lady lost her money purse.
4) Raju quietly entered into the room.
5) I'm not tall, amn't I ?

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

6) Etiquette.
7) Malady
8) Credibility.
9) Leisure.
10) Pace.

(10×1=10 Mark

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

11) What do you mean by Kinesics ?
12) What do you mean by paraphrasing ?
13) What do you mean by the cornell method ?
14) What is meant by the term sustained analogy ?

All Saints' College Trivandrum

P

15) What is meant by reflective or philosophical essays ?

16) Define hybrid or combination resume.

17) What is a business report ?

18) Write any two guidelines for composing an email.

19) What are the advantages of proofreading a text ?

20) What is a topic sentence ?

21) Give any two suggestions for effective eye contact while communicating with your listeners.

22) List out any two working principles of art of condensation. **(8×2=16 Marks)**

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

23) Write a letter to your friend highlighting the events in the recently held Panchayat elections.

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

Indian marriages, both among the rich and the poor, have had their full share of consideration as wasteful and extravagant display. They deserve all this. Even apart from the waste, it is most painful to see the vulgar display which has no artistic or aesthetic value of any kind. For all this the really guilty people are the middle class. The poor are also extravagant, even at the cost of burden some debts, but it is the height of absurdity to say, as some people do, that their poverty is due to their social customs. It is often forgotten that the life of the poor is terribly dull and monotonous and an occasional marriage celebration, bringing with it some feasting and singing, comes to them as an oasis in a desert of soulless toil, a refuge from domesticity and prosaic business of life. Stop waste by all means, lessen the extravagance, but do not make their life more drab and cheerless than it is.So also for the middle classes. Waste and extravagance apart, these marriages are big social reunions where distant relations and old friends meet after long intervals. India is a big country and it is not easy for friends to meet, and for many to meet together at the sametime is still more difficult. Hence the popularity of the marriage celebrations. The only rivals to them and it has already excelled them in many ways even as social reunion, is the political gathering, the various conferences, of the congress.

All Saints' College Trivandrum

25) Write a conversation between your tutor and your father discussing your progress in your studys in about 80 words.

26) Prepare a questionnaire for conducting a survey on the Kudumbasree activities in your locality.

27) You are the reporter of 'The Hindu'. Prepare a report of the recently held state film award function in your capital city.

28) Write an email to your colleague congratulating him or her on having achieved the set target by the company.

29) What are the objectives to be achieved from a sales letter ?

30) Enumerate the seven-step ladder to write an effective precis.

31) Describe the outlining method in note making. **(6×4=24 Marks)**

Answer **any two**, **each** in about **three** hundred words :

32) Write an essay on "Youth and Cinema" in about 300 words.

33) You are the chairperson of the College Union in your college. Prepare a report to be submitted to your Principal, apprising him or her for the activities of the Union.

34) Create content for 15 – 20 slides on "The Backwaters of Kerala".

35) You are Krishna and you are a Postgraduate degree holder in Library Science. You are applying for the post of Assistant Librarian in a reputed Management Institute. Prepare a CV and a covering letter that you will send to your prospective employer. **(2×15=30 Marks)**

All Saints College Trivandrum