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Reg. No. : .....

Name : .....

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./B.Sc. & Career Related 2 (a))
(2015 Admission Onwards)

Time : 3 Hours Max. Marks : 80

I. Answer **all** questions, **each** in **a** word or sentence.

A) Rewrite the following sentences correcting errors if any.

1) They discussed about the issue.
2) We are playing cricket every day.
3) Neither of the girls have left.
4) He is sleeping for two hours.
5) The box of chocolates are missing.

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

6) discover
7) accomplish
8) elevate
9) cleanse
10) depict.

(1×10=10 Marks)

II. Answer **any eight**, **each** in a short paragraph of approximately **50** words.

11) How has information technology increased the scope of writing ?
12) How important is "punctuation" as an aspect of the mechanics of writing ?
13) What is "collocation" ?

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14) What is the difference between "functional writing" and "creative writing" ?

15) What is the purpose of an outline ?

16) What is 'editing' and how important is it ?

17) Explain the structure of a 'paragraph'.

18) What is an expository paragraph ?

19) What are the 'don'ts' in a concluding paragraph ?

20) What are the features that characterise a narrative essay ?

21) What are official letters and what are business letters ?

22) Differentiate between 'chronological resume' and 'functional resume'.

(8×2=16 Marks)

II. Answer **any six** as directed.

23) Your college union has been conducting traffic safety awareness programmes for auto-rikshaw drivers, cab drivers and the general public during the current academic year. Prepare a brief report on these programmes to be published in the college magazine.

24) Write a letter to the editor of a newspaper on the need for the government to take stern action against those who spread false propaganda about the ongoing Measles Rubella vaccination drive.

25) The bus operators in your town do not allow students to enter buses parked in the bus stand until after all other passengers have boarded. Write a letter of complaint to the Regional Transport Officer asking him to initiate steps against such bus operators.

26) Prepare a questionnaire to be used in a survey on the rising number of two-wheeler accidents in your town.

27) You are a newspaper reporter. You are asked to interview a doctor in the city who has conducted many successful heart transplant surgeries. Prepare eight questions you would like to ask him.

28) What are the seven types of presentations ?

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29) Your school friend has sent you an email requesting your presence at a class reunion. However, you have to attend a job interview on that day and you will not be able to participate. Email him a reply informing him of your inability to attend the reunion.

30) How important is "body language" when you make a presentation ?

31) Write a precis of the following passage reducing the number of words to approximately one third.

"A keen sense of humour is the hall mark of culture. When a person can crack a joke on himself, he raises himself at once in the estimation of his friends. There are people who can throw jokes at others, but never take one thrown against themselves. This one-way traffic is not really a high sense of good humour. It is the essence of humour that there should be give and takes in the process. Good humour is often the test of tolerance. A fanatic is incapable of good humour. He is tearing others to pieces fearing of getting himself torn all the time. Good humour defeats itself if there is malice in it, or is indulged in to hurt others. A joke should never hurt, otherwise it is no joke at all. A joke should make the person who makes it and the person who has to take it, laugh together. That is why tolerance and culture are the sources of every good joke".

(6×4=24 Marks)

V. Answer **any two** as directed.

32) Attempt an essay on "the role of audio-visual media in education" in about 300 words.

33) Create content for 15 slides on the topic "India : Unity in Diversity".

34) Your name is Nivin. You have an M.B.A. degree from a prestigious university. You are applying for a job as Area Marketing Manager with a well-known company specialising in fast moving consumer goods. Prepare a resume and a covering letter.

35) You are the secretary of the town's library council. Prepare a report to be read out in the annual general body meeting of the members enlisting the activities and achievements of the library during the year 2015 – 16.

(2×15=30 Marks)

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