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Reg. No. : .....

Name : .....

Third Semester B.A./B.Sc. Degree Examination, January 2019
First Degree Programme under CBCSS
ENGLISH (Language Course)
EN 1311.1/EN 1311.3 : Writing and Presentation Skills
(Common for B.A./B.Sc. (Language Course VI) & Career Related 2 (a) (Language Course V)
(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 the errors, if any.

1) Egg and bacon are my breakfast.

2) She asked whether she can take it.

3) The moon as well as the sun give light.

4) My brother brought some furnitures yesterday.

5) Nasim likes fishing, diving and to swim.

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

6) narrow

7) noble

8) nature

9) offer

10) answer.

(1×10=10 Mark

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

11) Define writing.

12) What is 'note-making' ?

13) Explain 'mind mapping'.

14) Why is 'planning' important in writing ?

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15) How does revision help in writing good passages ?

16) What is the importance of preparing the first draft ?

17) How does 'Googling' help in the process of writing ?

18) Why is creating an outline an important step in writing ?

19) What is the significance of collecting information ?

20) What are the various stages of writing that enable a writer to create an ideal piece of writing ?

21) Why is research a significant step in the process of writing ?

22) "Deciding on the topic and defining the purpose play a major role in writing". Explain. **(8×2=16 Marks)**

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

23) You have lost your mobile. Write an e-mail to the service provider requesting them to block the SIM card.

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

Overpopulation is today a very serious problem in many countries of the world and this includes India. It is closely related to other problems such as food and water shortage, unemployment, overcrowding and lack of basic facilities. Many governments have tried to solve the problem in different ways. Unfortunately, some of the measures adopted are rather extreme and these have not really been effective in reducing the population in the countries concerned. Thus, it is seen that sterilizing by force, having laws restricting the number of children a married couple may have and making larger families a punishable offence are methods that anger people and defeat the purpose altogether. On the contrary, educating people and spreading the message of a small family, improving the conditions of women, especially in rural areas and making them aware of the advantages of having fewer children and offering tax rebates and other incentives have proved effective in many parts of the world and in our country as well.

25) Prepare a report on the various activities conducted by the National Service Scheme unit of your college, highlighting three major activities undertaken last year – traffic rules awareness campaign, blood donation camp and book exhibition.

26) Draft a letter of complaint to the owner of a footwear store, regarding the damage to the pair of shoes you bought from that store a week ago.

27) Prepare a questionnaire to evaluate the quality of the water supply system in your locality.

28) What are the points to be remembered while preparing slides for a presentation ?

29) Prepare a cover letter and a resume for the post of an English teacher in a school.

30) What are the tips for writing effective survey questions ?

31) Prepare a presentation (including 10 slides) on the topic 'Pollution'.

(6×4=24 Marks)

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

32) Write an essay on "Terrorism as a global threat".

33) "An increased awareness and careful observance of the landmarks in the process of writing make writing hassle-free". Explain.

34) Imagine that you are the secretary of the arts club in your college. Write a report on the activities of the club. The report is to be published in the college magazine.

35) You have ordered fifty copies of a book from ABC Publishing Company. When the order was delivered, you found that the package had only forty-five copies of the book. Write a letter of complaint to the manager of the company requesting her to supply the missing copies. **(2×15=30 Marks)**