SAINTS COLLEGE LIBRARY
TRIVANDRUM

(Pages : 3)

F – 3877

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) and Career Related 2(a) (Language Course V)
(2013 and 2014 Admissions)

Time : 3 Hours

Max. Marks : 80

I. Answer **all** questions :

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

1) The news is true.
2) I shall describe about it.
3) Take an umbrella lest you may get wet.
4) What a wonderful creature is an elephant !
5) She sings delightful.

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

6) Emancipate.
7) Tipsy.
8) Super.
9) Punch.
10) Decease.

(10×1=10 Marks)

II. Write a short paragraph **each** on **any eight** of the following :

11) E-mail writing, a more popular way of writing.
12) "Unity", in a paragraph.
13) Descriptive Essays.

14) Various types of Business letters.

15) Chronological Resume.

16) Salient features of Business Reports.

17) Acronym.

18) Intimate Zone.

19) Importance of Note Making.

20) 'Topic Sentence' in a paragraph.

21) Non-verbal Communication.

22) 'Rate' as a paralinguistic feature. **(8×2=16 Marks)**

III. Answer **any six** of the following, **each** in a paragraph of about **100** words :

23) Write a letter to your friend, congratulating him for getting elected as College Union Chairman.

24) Make a précis of the following :

The flow of water has undoubtedly played a great part and a beneficent one in the geological processes by which the soil on the earth's surface has been formed from the rocks of its crust. The same agency, however, under appropriate conditions, can also play a destructive part and wash away the soil which is the foundation of all agriculture and if allowed to proceed unchecked can have the most disastrous effects on the life of the country. The problem of soil erosion is one of serous import in various countries and especially in many parts of India. The conditions under which it occurs and the measures by which it can be checked deserve the closest study. Soil erosion occurs in successive steps, the earliest of which easily pass unnoticed. In the later stages, the cutting and washing away of the earth is only too painfully apparent in the formation of deep gullies and ravines which make all agriculture impossible. Sudden bursts of rain resulting in a large run of surplus water are the principal factors in causing soil erosion. Contributory causes are the slope of land, removal of the natural protective coat of vegetation, the existence of ruts along which the water can flow with rapidly gathering momentum and the absence of any checks to that flow.

25) Script a conversation between two friends who chance to meet after twenty years.

26) Prepare a questionnaire of ten questions for a survey of flood victims in your area.

27) As a journalist of a newspaper, prepare a report on a dog show in your city.

28) Send an e-mail message to your professor, requesting for permission to be absent on the three following days in preparation of your sister's marriage.

29) Discuss 'Haptics'.

30) Bring out the difference between Informal Reports and Formal Reports.

31) List out the elements to be considered while composing e-mail messages.

(6×4=24 Marks

IV. Write essays of about **300** words on **any two** of the following :

32) Paralinguistic Features of Communication.

33) The Structure of a Paragraph.

34) The steps involved in the editing process of a written matter.

35) Types of Essays.

(2×15=30 Mar