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Reg. No. : .....

Name : .....

Third Semester B.Com. Degree Examination, January 2019
First Degree Programme under CBCSS
English – (Language Course – III)
EN 1311.2 WRITING AND PRESENTATION SKILLS
(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) A lot of water has flown down the mountains.
2) The sun is rising everyday.
3) Can you discriminate the differences in their shades ?
4) Its very warm in parts of Europe now.
5) Dr. Narayanan is an authority about Kerala history.

B) Write one synonym each for the following words.

6) incite
7) defend
8) grave
9) answer
10) omit.

(1×10 =10 Marks)

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

11) How does information technology influence the scope of writing ?
12) What are the features of a good report ?
13) Differentiate between academic and creative writing.
14) What is netiquette ?
15) Write a note on visual aids in presentation.

P.T.O.

16) What is the basic format of an email ?

17) What are the differences between an essay and a report ?

18) Define collocation.

19) Explain note making.

20) What are the features of a good precis ?

21) How do you analyse your audience while preparing a presentation ?

22) What is blogging ? **(8×2 =16 Marks)**

III. Answer **any 6** as directed .

23) You lost your Adhar Card while travelling. Write a letter to the Circle Inspector reporting the loss and requesting for help.

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

Researchers once thought young children had no concern for the well-being of others a logical conclusion if you have seen a toddler's tantrums. But recent findings show that babies feel empathy long before their first birthday. Maayan Davidov, a psychologist at Hebrew University of Jerusalem, and her colleagues have conducted some of these studies, analyzing the behaviour of children as they witness somebody in distress a crying child, an experimenter , or their own mother pretending to be hurt. Even before six months of age, many infants respond to such stimuli with facial expressions reflecting concern; some also exhibit caring gestures. Eighteen-month-olds often translate their empathy into such positive social behaviour as giving a hug or a toy to comfort a hurt child.

25) You are travelling to Chennai. Your Co-passenger is a celebrity. Write an imaginary conversation with him/her.

26) Prepare a questionnaire for conducting a survey among the senior citizens of your locality regarding the difficulties they face.

27) You are the reporter of the Times of India. Prepare a report on the recent flood havoc in your District.

28) Why is 'revising and editing' important in writing?

29) Write a note on 'group presentation'.

30) What are the different methods of essay-writing ?

31) Write an email to a travel agent giving details of a proposed excursion and requesting for their response. **(6×4 =24 Marks)**

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

32) Write an essay on "The Influence of Social Media on the Youth'.

33) You are the leader of the Adventure Club. Prepare a report on the club's activities.

34) Create content for 15-20 slides on "Physical fitness".

35) You are the manager of a bank. Following a complaint that a customer's cash was wrongly credited to another account, you realise the error. Write a letter of apology to the customer. **(2×15=30 Marks)**