TRIVANDRUM

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F – 4079

Reg. No. : .....

Name : .....

Third Semester B.Com. Degree Examination, January 2019
First Degree Programme under CBCSS
ENGLISH – (Language Course)
EN 1311.2 : Writing and Presentation Skills
(2013 and 2014 Admissions)

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) The two best things about the party was the food and the music.

2) She readily expected his offer to drive her home.

3) I have visited the Niagara falls last September.

4) Why he is walking so fast ?

5) Children hate listening to advise.

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

6) Conscious

7) Despise

8) Passive

9) Queer

10) Timid. **(10×1=10 Marks)**

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

11) Define collocation.

12) What is syntax ?

13) Differentiate between academic and creative writing.

P.T.O.

14) What is 'mind mapping' ?

15) Significance of 'Googling' in the writing process.

16) Importance of revision in the writing process.

17) Differentiate between a formal letter and an email.

18) What are the main parts of a report ?

19) Explain the term 'netiquette'.

20) What is a memorandum ?

21) What are emoticons ?

22) Explain any one type of essay writing. **(8×2=16 Marks)**

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

23) Write a letter to the District Collector expressing your willingness to help 'rebuild' lives of the flood victims in your locality. You may represent the NSS unit of your college.

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

It is no doubt true that we cannot go through life without sorrow. There can be no sunshine without shade. We must not complain that roses have thorns, but rather be grateful that thorns bear flowers. Our existence here is so complex that we must expect much sorrow and suffering. The world is a looking-glass; if you smile, it smiles; if you frown, it frowns back. If you look at it through a red glass, all seem red and rosy; if through a blue, all blue. Joy and sorrow depend on how we accept experiences in life. "Nothing is ever good or bad. Thinking makes it so" said the bard. Beauty lies in the eye of the beholder : it is our perspective that defines the quality of our life. Foolish are they who blame the world or fate for all their unhappiness.

25) Two friends meet in a railway station. Their train is running late and they are both anxious. Write a conversation between them.

26) Prepare a questionnaire for conducting a survey on 'Whatsapp addiction among college students.'

27) As the reporter of a popular daily, prepare a report on 'Onam with difference.'

28) Discuss the use of visual aids in presentation.

29) What are the features of a good précis ?

30) Briefly describe how you can analyse your audience while preparing a presentation.

31) Write an email to your professor, requesting him to give you a reference letter as part of your job application. **(6×4=24 Marks)**

IV. Answer **any two**, **each** in about **300** words :

32) Write an essay on 'The need for national Integration'.

33) As the President of your Residents' Association, prepare a report of the association's activities.

34) Create content for 15 – 20 slides on the topic "Keep your city clean."

35) Your name is Prathap and you have completed your MBA. Apply for the post of HR Manager in a tea factory. Prepare a CV and covering letter. **(2×15=30 Marks)**
