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Reg. No. : .....

Name : .....

Third Semester B.A./B.Sc. Degree Examination, January 2023

First Degree Programme Under CBCSS

Language Course – English

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))

(2013-2014 Admission)

Time : 3 Hours Max. Marks : 80

I. Answer **all** questions.

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

1. Its the largest cave in Asia.

2. Both did not come.

3. The bird has flowed away.

4. He was seated on an arm-chair.

5. I was reading a book, at that time he was troubling me.

P.T.O.

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

6 Complement

7 Baffle

8 Candid

9 Phobia

10 Atheist

(10 × 1 = 10 Marks)

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

11 What are paralinguistic features?

12 What is a group presentation?

13 Distinguish between summary and abstract.

14 What do you mean by the Mapping method?

15 What is the function of a topic sentence?

16 Differentiate analytical essays from expository essays.

17 List out the various layouts used in a business letter.

18 Give any two tips for writing letter reports.

19 What do you mean by documentation?

20 List out some common complimentary closes used in an email.

21 Give any two steps involved in the editing process.

22 What are the various methods used for data collection?

(8 × 2 = 16 Marks)

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

23. Write a letter to your friend describing in detail the various folk art forms in your home town.

24. Write a précis of the following passage reducing it to one third of its length.

As material civilization advances and the supply of available goods and services increases, man's needs correspondingly, multiply. Advertising plays a key role in this never-ending process by stimulating the public's desire for certain products, and thereby promising the sales thereof, until it has, in effect, created new needs, real or supposed, where there were none before. A familiar example is car-once a rare and costly, novelty, now an ubiquitous and relatively inexpensive necessity. More recently, the television set has undergone the same transformation. While some people would deny that television is a necessity, the fact that sets are found in a majority of western homes shows that it answers, to a greater or lesser degree, the need felt by millions of people for entertainment and information.

A product, service or commodity that the public needs and knows it needs tends, of course, to "sell itself". To some extend this is true; meat packers, vegetables and fruit growers, and dairy products spend less on advertising, for instance, than manufacturers of cigarettes, liquors, cosmetics and other items of this type. On the other hand, the competitions that exists between rival brands mean that the suppliers of such basic necessities as food, clothing and housing also must advertise their wares to stay in business. Significantly, the industry that spends most on advertising turns out to be a product which everyone considers a necessity. For instance, soap, toothpaste, foot wear, etc. Being basic requirements, there must be greater demand for such items, resulting in stiff competition among manufacturers.

25. Write a conversation between you and your parents regarding your career options in about **80** words.

26. Prepare a questionnaire for conducting a survey on the availability and utility of water resources in your district.

27. You are the reporter of "The Times of India". Prepare a report of the recently held flower show organized by the horticulture society in your district.

28. What are formal reports? Briefly explain its categories.

29. What are the characteristic features of a well written essay?

30. Write an email to your superior at the office congratulating him for getting promotion.

31. Describe the sentence method in note-making.

(6 × 4 = 24 Marks)

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

32. Write an essay on "The Educated Unemployed" in about 300 words.

33. You are the secretary of the Arts club in your college. Prepare a report to your principal, apprising him or her of the activities of the club.

34. Create content for 15-20 slides on "Deforestation and Global Warming".

35. You are Arya and you are an Engineering graduate. You are applying for the post of Assistant Engineer in a reputed company. Prepare a CV and a covering letter that you will send to your prospective employer.

(2 × 15 = 30 Marks)
