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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 BA/B.Sc. (Language Course VI) and Career related Group 2(a))**

**(Language Course V)**

**(2015-2018 Admission)**

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. As soon as the bell rang, the teacher enters the class.

3. Everybody in the class know the answer.

4. Each of the students have been provided writing paper.

5. He is always late to class, doesn't he?

P.T.O.

B. Write one synonym for each of the following words.

6. awful

7. sanction

8. verify

9. objection

10. omit

**(10 × 1 = 10 Marks)**

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

11. Give two reasons why writing is important in our daily lives.

12. How can you differentiate between speech and writing.

13. What are punctuation marks?

14. What do you mean by collocation?

15. What is syntax?

16. What is clubbing or clustering?

17. What is note taking?

18. What is blogging?

19. What is nettiquette?

20. What is close – ended questions?

21. Mention the key stages in writing a report.

22. What are surveys.

**(8 × 2 = 16 Marks)**

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

23. You have received furniture from ABC Company in damaged condition. Write an e-mail to the manager informing about the faulty furniture.

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

Over – population 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, over-crowding 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 sterlising 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 Apreading 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 Blood Donation Campaign conducted by the students of your college.

26. Write a letter to the Municipality in your area complaining about the indiscriminate dumping of wastes in your locality.

27. Prepare a questionnaire for conducting a survey on the rising number of accidents in your area.

28. What are the things to be kept in mind while making a presentation?

29. Write a letter tot he editor drawing his / her attention to the increased number of drug addiction cases in your locality.

30. What are the things to be kept in mind while conducting a Media interview?

31. Write a review on a film that you had watched recently.

**(6 × 4 = 24 Marks)**

IV Answer any **two** as directed

32. Write an essay on "Drug Addiction in Youth" in about 300 words.

33. You are the secretary of the Fine Arts Club of your college. Prepare a report to the submitted to your Principal, presenting details of the activities of the club.

34. Create content for 15 to 20 slides on "Creating on Eco-friendly society".

35. You are John / Ann. You are a graduate in Economics and you are applying for the post of Front Office Assistant in Hyatt Palace Hotel. Prepare a resume with a covering letter.

**(2 × 15 = 30 Marks)**

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