



Reg. No. :

Name :

Third Semester B.Com. Degree Examination, December 2017
First Degree Programme under CBCSS
ENGLISH (Language Course – IV)
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) Ancy, along with her children, were travelling to New York,
- 2) I bought some furnitures yesterday.
- 3) She prefers oranges than pineapples.
- 4) Simi as well as Shobha like chocolates.
- 5) Everyone in the class scream.

B) Write one synonym each for the following words :

- 6) Pause
- 7) Strange
- 8) Verify.

C) Write one antonym each for the following words :

- 9) Guilty
- 10) Expand.

(1×10=10 Marks)

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

- 11) Explain the difference between writing and speaking.
- 12) Define collocation.
- 13) What is brain storming ?
- 14) What are the different types of essays ?



- 15) What are the steps to write an e-mail ?
- 16) What is a report ?
- 17) What are the features of a good précis ?
- 18) Write a note on good presentation.
- 19) What are the stages of writing ?
- 20) Write on the types of letters.
- 21) Importance of clustering.
- 22) What details should be there in the reference section of a report ?

(8×2=16 Marks)

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

- 23) You are the Arts Club Secretary of your college. Write a formal e-mail to a famous film star, inviting him/her to be the chief guest on the occasion of the inauguration of the Arts Club.
- 24) Write a précis of the following passage, reducing it to **one third** of its length.
Never speak anything for a truth which you know or believe to be false. Lying is a great sin against God, who gave us a tongue to speak the truth, and not falsehood. It is a great offence against humanity itself, for, where there is no regard to truth, there can be no safe society between man and man. And it is an injury to the speaker; for besides the disgrace it brings upon him, it occasions so much baseness of mind, that he can scarcely tell truth, or avoid lying, even when he has no color of necessity for it; and, in time, he comes to such a pass that, as other people cannot believe he speaks the truth, so he himself scarcely know when he tells a falsehood.
- 25) Prepare a report of the activities conducted by the National Service Scheme unit of your college.
- 26) Write a letter to a relative, describing your college and the course you are attending at present.
- 27) Prepare a questionnaire for conducting a survey on the rising issue of pollution of the water bodies.



- 28) Write a letter to your University regarding the delay in issuing your student scholarship. It has been delayed for over a year now.
- 29) What is the significance of planning and preparation in the process of writing ?
- 30) Write a note on how you may organize presentation.
- 31) Imagine your company is organizing a staff meeting to discuss Onam celebrations and you are the Co-ordinator. Draft a memo to all staff members to attend the meeting specifying the time and date in the Company's Corporate Hall. (6x4=24 Marks)

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

- 32) Write an essay on a trip to a hill station.
- 33) Write a letter of complaint to the Police drawing their attention to the increased incidence of theft in your area and the need to conduct patrolling.
- 34) Imagine that you are the college librarian. Draft an e-mail to a student reminding him/her to return two books that are long overdue.
- 35) You are a commerce graduate; applying for a job as accountant in a leading company. Prepare a résumé with a covering letter. (2x15=30 Marks)
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