



Reg. No. :

Name :

Third Semester B.Com. Degree Examination, December 2017

First Degree Programme Under CBCSS

Language Course - IV

EN 1311.2 : WRITING AND PRESENTATION SKILLS

(2013 and 2014 Admissions)

Time : 3 Hours

Max. Marks : 80

I. Answer all questions.

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

- 1) Do you like it ? No, I don't like.
- 2) On Sunday, I always go to the church.
- 3) Is she agree with you ?
- 4) She's always fond to talk.
- 5) Ramu succeeded to win the prize.

B) Write one synonym each for the following words.

- 6) Destroy.
- 7) Famous.
- 8) Scared.
- 9) Use.

10) Wrong.

(10×1=10 Marks)

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

- 11) Principles of the art of condensation.
- 12) Topic sentence.
- 13) The Mapping Method.
- 14) Salutation.
- 15) Business Report.
- 16) Types of essays.

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- 17) Appreciation letter.
- 18) Paraphrasing.
- 19) Advantages of personal interview.
- 20) Body language.
- 21) What are the methods that can be used for data collection ?
- 22) Proofreading.

(8x2=16 Marks)

III. Answer **any 6 each** in a paragraph **not** exceeding **100 words**.

- 23) Write a letter to your brother informing him that you are leaving India for higher studies.
- 24) Write a précis of the following passage reducing it to **one third** of its length :
Teaching is the noblest of professions. A teacher has a sacred duty to perform. It is he on whom rests the responsibility of moulding the character of young children. Apart from developing their intellect, he can inculcate in them qualities of good citizenship, remaining neat and clean, talking decently and sitting properly. These virtues are not easy to be imbibed. Only he who himself leads a life of simplicity, purity and rigid discipline can successfully cultivate these habits in his pupils.

Besides a teacher always remain young. He may grow old in age, but not in spite. Perpetual contact with budding youths keeps him happy and cheerful. There are moments when domestic worries weigh heavily on his mind, but the delightful company of innocent children makes him overcome his transient moods of despair.

- 25) Write a conversation between a waiter and a customer, who is dissatisfied with the food he was served. The conversation must not exceed 80 words.
- 26) Prepare a questionnaire for conducting a survey on the rising number of road accidents in your locality.
- 27) You are the reporter of "The Hindu". Prepare a report based on the Medical Camp recently conducted by the Youth Society of your locality.
- 28) What are the common etiquette to be maintained while Writing a business letter ?
- 29) Discuss the importance of various paralinguistic features in a presentation.
- 30) What are the preparations to be made before a presentation ?
- 31) Write an e-mail to your boss requesting for two weeks leave as your mother is not well.

(6x4=24 Marks)



IV. Answer **any 2 each** in about **300** words.

- 32) Write an essay on "Indian Educational System" in about 300 words.
- 33) You are the secretary of the Theatre Club of your college. Prepare an annual report to be submitted to the Principal, appraising him the activities of the club.
- 34) Create content for 15-20 slides on 'Black is Beautiful'.
- 35) You are Keerthi. You are a Postgraduate degree holder. You are applying for the post of Senior Manager in a pharmaceutical company. Prepare a CV and a covering letter that you will send to your prospective employer.

(15×2=30 Marks)
