



Reg. No. : ..195-12825005...

Name :*Arumol*.....*B.B.A*.....

**Second Semester B.Sc./B.Com./B.B.A./B.C.A. Degree
Examination, July 2013
(Career Related First Degree Programme Under CBCS System)
Group 2 (b) : Language Course – II : EN1211.4
WRITING AND PRESENTATION SKILLS**

Time : 3 Hours

Max. Weights : 30

Answer all questions.

I. Choose the best option in each of the following : (1 – 16)

In each of the following sentences certain parts have been underlined which are marked A, B, C and D. Answer the questions by quoting the number of the underlined item with mistake in it. If there is no mistake write 'E'.

- A) 1) I am fed up (A) with (B) my never ending (~~E~~) homeworks (D). No error (E)
2) If I would have been (A) there (B), I certainly would have taken (C) care of (D) the problem. No error (E).
3) The (A) local police is (B) behaving irresponsibly (~~E~~) in (D) this matter. No error (E)
4) Hardly (A) had he stood up than (~~B~~) the Chairman asked (C) him to sit (D) down. No error (E)
- B) 5) Neither (A) Preeti nor (B) Kamal are (~~E~~) going (D) to school. No error. (E)
6) Aslam or (~~A~~) his friends (B) are (C) coming to help (D) us tomorrow. No error. (E)
7) They often (A) went for (B) fishing (C) together every week (~~D~~). No error. (E)
8) By (A) the time I reached (B) the station, the (C) train had left (D). No error (~~E~~)



- C) 9) Our neighbour, (A) besides ~~(B)~~ three others was (C) standing in (D) the queue. No error (E)
- 10) The man, (A) along with (B) his three dogs, was (C) taking a stroll in ~~(D)~~ the park. No error. (E)
- 11) Neither (A) the father or ~~(B)~~ the children were (C) present at (D) the ceremony. No error. (E)
- 12) I will (A) contact you when (B) you will ~~(C)~~ come tomorrow (D). No error (E)
- D) 13) The Chief Minister along (A) with his cabinet colleagues have ~~(B)~~ gone to (C) the Raj Bhavan to meet (D) the Governor. No error (E)
- 14) Some (A) of the questions (B) were too (C) difficult to (D) comprehend. No error (E)
- 15) It is (A) high time ~~(B)~~ that (C) you visit (D) your parents. No error (E)
- 16) Actors (A) in the 1950s and 1960s, such as (B) Marlon Brando is, (C) known for their ~~(D)~~ use of *method acting*. No error (E) (1×4=4 Weights)
- II. Answer any eight of the following questions in one or two sentences each : (17–28)
- 17) What is the importance of written communication ?
- 18) What are the features of effective writing ?
- 19) What are the mechanics of writing ?
- 20) What is the difference between a Dictionary and a Thesaurus ?
- 21) What are the tips on browsing on the net ?
- 22) Write four important tips for writing business letters.
- 23) What are the components of a project report ?
- 24) Write two advertising lines for any cosmetic product about to be launched.
- 25) Punctuate the following :
the teacher said have you done tour homework sorry no teacher I replied.
- 26) Rewrite in plain English : The one given below is wordy.
It is difficult to understand the role of the lobbyist in Washington, D.C.
- 27) What should be your Aim Strategy for effective presentation ?
- 28) What is meant by *organizational blue print* for presentation ? (1×8=8 Weights)



III. Answer as directed **any five** of the following : (29 – 36)

29) Write a letter to your uncle in Delhi, about your proposed class tour to that place, seeking information from him on accommodation, travel and the various sights to be seen there.

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

The term mass *media* refers to the channels of communication (*media*) that exist to reach a large public audience (the *mass* of the population). Mass media includes newspapers, magazines, television, radio, and more recently, the Internet. It informs people about events that they would otherwise know little about. Mass media communication is usually rapid, because the media will report an important event as quickly as possible after it happens. In fact, some television reporting is live ; that is, the viewers can see the events as they happen. It is also transient ; that is, the focus on one event doesn't last long. This is captured in the expression *there is nothing as old as yesterday's news*. While most of us make use of some form of the media on a daily basis, we may not think about the functions or purposes the media serves in our society. One important function is entertainment. On television, in particular, the variety of entertainment programmes is extensive, soap operas, to talk shows, to sports. Even advertising, where the main purpose is to sell things to the public, may sometimes be seen as entertainment.

31) Write a dialogue on the following topic in about 80 words :

Two foreigners meet at the railway station. One of them has lost his purse. He is asking the other to help him.

32) You want to apply for the post of a receptionist in a multinational firm. Prepare a resume.

33) Prepare a report on the recently held intercollegiate football match at your college.

34) Write a bunch of questions for conducting a survey on testing the proficiency in English of the High School students of your locality.

35) How will you manage your stage fright during a presentation ?

36) What are the components to make your message memorable during a presentation ?

(2x5=10 Weights)



IV. Attempt **any two** of the following (37 – 39) :

37) Write an essay on **any one** of the following in about 300 hundred words :

- a) Politics and religion
- b) Increasing road accidents
- c) Violence against women

38) Write an abstract of a project report on **any one** of the following topics in about 300 words :

- a) Learning problem of school children in your local school.
- b) Safety of women passengers in trains
- c) Drug abuse among youngsters.

39) Create content for 15 – 20 slides on **any one** of the following for a Power Point Presentation :

- a) Health and personal hygiene
- b) Effective waste disposal
- c) Ill effects of alcohol consumption.

(4x2=8 Weights)
