



Reg. No. :

Name :

**Second Semester B.Com./B.B.A./B.Sc./B.C.A. Degree
Examination, July 2014
(Career Related First Degree Programme under CBCSS)
Group 2(b) : Language Course-II English :
EN 1211.4 for 2 (b) : WRITING AND PRESENTATION SKILLS
(2010 Admn.)**

Time : 3 Hours

Max. Weight : 30

Instruction : Answer all questions.

I. Choose the best option in **each** of the following :

In **each** of the following sentences certain parts have been underlined and 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) Jayant has furnished (A) his house (B) with high quality (C) furnitures (D).
No Error (E)
- 2) -If the hall have (A) two doors and two windows, (B) there would have been (C)
better air circulaiton. (D) No error (E)
- 3) His colleague (A) John as well as (B) a number of his friends (C) is
attending the funeral (D). No error (E)
- 4) She wore costly jewelleries (A) in addition to (B) the expensive clothes
(C) for the occasion (D). No error (E)
- B) 5) People don't (A) like being asked (B) to look at and listen (C) to at the
same time. (D) No error (E)
- 6) Teachers like Mr. Singh (A) doesn't punish students (B) without valid (C)
and genuine reasons. (D) No error (E)
- 7) He should rather (A) be more punctual (B) and regular (C), to avoid being
suspended (D). No error (E)
- 8) They have telecast (A) the recent film (B) featuring mega star (C) Amitabh
Bachhan on Monday. (D) No error (E)



- C) 9) A large quantity (A) of water (B) has flown (C) into the sea (D). No error (E)
- 10) It is the politicians (A) and not the common man (B) who are to be blamed (C) for the situation (D). No error (E)
- 11) He appears (A) to be more intelligent (B) and dynamic (C) than he is given credit (D). No error. (E)
- 12) As soon as (A) I entered (B) the hall, (C) the film had started (D). No error. (E)
- D) 13) One of the teacher (A) escorted us (B) on the trip (C) to Kodaikkanal (D). No error (E)
- 14) Watch for (A) speeding vehicles (B) when you will cross (C) the busy road (D). No error (E)
- 15) By chance (A) I ran up to (B) an old friend of mine (C) yesterday evening. (D) No error (E)
- 16) All creatures (A) on earth take (B) good care (C) of their offsprings. (D). No error (E)

(1×4=4 Weights)

II. Answer **any eight** questions in **one** or **two** sentences **each** :

- 17) What is meant by composition ?
- 18) How will you define the skill of writing ?
- 19) What is a draft ?
- 20) What is the use of sentence connectors in composition ?
- 21) What is the use of shift on a computer key board ?
- 22) What are the most important aspects of curriculum vitae ?
- 23) What is a questionnaire ?
- 24) Write two advantages of sending e- mails ?
- 25) Punctuate the following :

I am indeed he said if you presume to call her so



26) Rewrite in plain English :

The king bequeathed the negligible remnants of royalty on his unfortunate son at the opportune moment.

27) How will you use your body language to make your presentation effective ?

28) What is the use of hand outs during a presentation ? **(1×8=8 Weights)**

III. Answer as directed :

29) Write a letter to your friend asking him/her to watch a television reality show you are taking part in.

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

It was an event of historic significance when the first shipments of beetles were brought to the United States in 1944, for this was the first attempt in North America to control a plant with plant eating insect. By 1948 both species had become so well established that no further importations were needed. Their spread was accomplished by collecting beetles from the original colonies and redistributing them at the rate of millions a year. Within areas beetles accomplish their own dispersion, moving on soon as the Klamath weed dies out and locating new stands with great precision. And as the beetles thin out the weed, desirable range plants that have been crowded out are able to return.

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

Two friends meet. One of them has just returned from the Film City in Hyderabad. He gives an enthusiastic account of it.

32) Give five reasons why you would choose a career in the electronic media.

33) Prepare a report of a local church festival.

34) Prepare a resume of yours to apply for the post of an executive chef in a hotel.

35) How will you hold the attention of a less than attentive audience during a presentation ?

36) What aspects of your clothes would you give importance to for a presentation ? **(2×5=10 Weights)**



IV. Attempt **any two** of the following :

37) Write an essay on **any one** of the following.

- a) The need to have Communicative English as a compulsory subject for all courses of study.
- b) The need for students being given proper career guidance.
- c) Destruction of public property during strikes.

38) Write an abstract of a project on **any one** of the following topics.

- a) The uses and abuses of social media networks.
- b) The need to curb child labour.
- c) Ecological impact of tourism.

39) Create 15-20 slides on **any one** of the following topics for power point presentation.

- a) Depletion of the ozone layer.
- b) Sand mining and its effects on the ecosystem.
- c) Changing trends in fashion wear.

(4x2=8 Weights)
