

Reg. No. :

Name :

**Second Semester B.B.A./B.Sc./B.C.A./B.Com./B.Voc. Degree
Examination, July 2015
Career Related First Degree Programme under CBCSS
Group 2(b)
LANGUAGE COURSE – II
EN 1211.4 : Writing and Presentation Skills
(2013 Admission Onwards)
Common for EN 1211 : Writing and Presentation Skills
(B.Voc – Software Development) and
General Course – EN 211 : Writing and Presentation Skills in English
(B.Voc – Tourism and Hospitality Management)**

Time : 3 Hours

Max. Marks : 80

I. Answer all questions. Correct the following sentences. If the sentences are correct, write "No Error".

- 1) The new opened restaurant has become the talk of the town.
- 2) Two peoples were injured in the firing.
- 3) People has become internet addicted.
- 4) Can you send me a scanned copy of the letter ?
- 5) The chief executive are meeting top managers immediately.
- 6) The police fire tear gas shells at the crowd.
- 7) Yesterday, there was a beautiful flower in the garden.
- 8) I likes watching movies.
- 9) Once upon a time, there lived an majestic lion.
- 10) We woke up hearing a loud cry.

(10×1=10 Marks)

II. Answer any eight of the following questions in one or two sentences each :

- 11) Write any four important differences between written and spoken communication.
- 12) Write any four common ways of ending a letter.



13) Which forms the right way of representing the following ?

WHOW.H.O

ENCL:/encl:

14) Find the correctly spelt word from the following :

honourable/honorable

Fulfilment/fulfillment

Maintenance/maintenance

Career/carreer

15) What are the three main parts of letter writing ?

16) What are the advantages of email ?

17) What are the differences between etiquette and netiquette ?

18) Write two common methods used for conducting surveys.

19) Write any four usages for offering a helping hand.

20) What are scaled questions ?

21) Define report.

22) What are the three 'Es' to be followed while answering an examination question ?

(8×2=16 Marks)

III. Answer **any six** questions.

23) What are the basic rules to be kept in mind while formatting a business letter ?

24) Draft an email to your college office asking for details of the course fee of your next semester.

25) Write a dialogue between you and a longtime friend you met while travelling in a bus. Discuss in detail of your career plan and other matters of relevance.

26) What are close ended questions ? Why are they mostly used in surveys ?



27) Characteristic features of a dialogue.

28) Write a short paragraph on plastic hazard using the notes given below.

Hazardous waste/destroying environment/ecosystem disrupted/dangerous pollutants/ecofriendly products/new label and form to be promoted

29) How will you formulate an abstract for your project report ?

30) Discuss in detail the four step process involved in making effective presentations.

31) Define simile and metaphor and how it is used in creative writing ?

(6×4=24 Marks)

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

32) What is the role of a copy writer ? Imagine you are applying for the post of a copywriter. The manager asks you to prepare a copy for the pen that you have in hand. Prepare a copy.

33) Social websites a boon or bane. Discuss.

34) Imagine you are the college representative. The principal has assigned you with the task of presenting you college to a foreign university student who has come as an internee. Write in detail how you will present your college to that student.

35) Prepare a resume with a covering letter in response to an advertisement published in The Hindu dated 15/5/2015 for the post of a computer programmer.

(2×15= 30 Marks)
