



Reg. No. :

Name :

**Second Semester B.B.A./B.Sc./B.Com./B.C.S./B.S.W. Degree
Examination, July 2017
Career Related First Degree Programme under CBCSS
2(b) : LANGUAGE COURSE – II (English II)
EN 1211.4 : Writing and Presentation Skills
Common for B.Voc. Degree Programme in Software Development
(Lang. Course EN 1211) & for B.Voc. Degree Programme in Tourism
and Hospitality Management (Lang. Course EN 211 – Writing and
Presentation Skills in English)
(2013 Admission Onwards)**

Time : 3 Hours

Max. Marks : 80

Instruction : Answer all questions.

I. Correct the following sentences. If the sentences are correct write 'No Error' :

- 1) We all had swum at the beach yesterday.
- 2) They hadn't scarcely enough feed for their cattle.
- 3) The cow has trod on my sweet peas.
- 4) The perfume is for your sister and yourself.
- 5) My father has laid in bed all day.
- 6) Mother has lain the book down somewhere.
- 7) Have you read where there was an earthquake in China ?
- 8) A bus runs passed our house.
- 9) Neither Peter or James can sing well.
- 10) He drove fast so as he might arrive early. **(10×1=10 Marks)**

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

- 11) What are the major forms of condensation in writing practiced by a professional ?
- 12) Mention two ways of combating stage fright.
- 13) What is an abstract ?



- 14) What are the features of a paragraph ?
- 15) Mention two reasons for the popularity of emails.
- 16) Mention four features of a selling resume.
- 17) What is an expository essay ?
- 18) What does 'Encl:' stand for in a letter ?
- 19) Mention two pitfalls of e-mail writing.
- 20) Write two advertising lines for any new gadget about to be launched.
- 21) Punctuate the following :

The class enjoyed the enchanting imaginative subtle performance

- 22) Write a paragraph on 'Generation gap'.

(8×2=16 Marks)

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

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

Manoj, along with his family, is planning to visit Singapore during holidays.

Develop a conversation between him and the tour operator.

- 24) Prepare a report on the college union election at your college.

- 25) Write a precis of the following passage reducing it to **one third** of its length :

It is physically impossible for a well-educated intellectual or brave man to make money the chief object of his thoughts : just as it is for him to make his dinner the principal object of them. All healthy people like their dinner, but dinner is not the main object of their lives. So all healthy minded people like making money, ought to like it. And enjoy the sensation of winning it; but the main object of their life is not money; it is something better than money. A good soldier, for instance mainly wishes to do his fighting well. He is glad of his pay, very properly so, and justly grumbles when you keep him ten years without it-still, his main notion of life is not money. Doctors, they like fees no doubt, yet if they are brave and well educated, the entire object of their lives is not the fees. They, on the whole, desire to cure the sick, and if they are good doctors, and the choice were fairly put to them, they would rather cure their patient, and lose the fee than kill him and get it. And so with all other brave and rightly trained men, their work is first, their fee second-very important no doubt but still second. But in every notion, as I said, there are vast numbers of people who are ill-educated, cowardly and more or less stupid. And with these people just as certainly the fee is first and the work second.



- 26) Write a letter to your friend inviting him/her to your marriage reception.
- 27) Prepare a questionnaire for conducting a survey on English Language proficiency among school students.
- 28) You are planning to apply for the post of an English Lecturer in a college. Prepare a resume for the same.
- 29) What are the guidelines to be followed while writing an email ?
- 30) What are the salient features of a report ?
- 31) What are the tips to be kept in mind while preparing a questionnaire ?
(6×4=24 Marks)

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

- 32) Write an essay on **any one** of the following :
 - a) Domestic violence
 - b) Drug abuse among students
 - c) Global warming.
 - 33) Create content for **15-20** slides on **any one** of the following for a Powerpoint presentation :
 - a) Social networking sites
 - b) Sound pollution
 - c) Youth and Media.
 - 34) Write a project report on **any one** of the following :
 - a) Internet as a source of information.
 - b) Misuse of mobile phones.
 - c) Water conservation.
 - 35) Write an essay arguing 'for' or 'against' the new rules and regulations for issuing driving license.
(2×15=30 Marks)
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