



Reg. No. :

Name :

**Second Semester B.B.A./B.Sc./B.C.A./B.Com./B.S.W. Degree
Examination, August 2018
Career Related FDP 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)
(Language Course EN 1211)
and
for B.Voc. Degree Programme in Tourism and Hospitality Management
(Language Course EN 211 – Writing and Presentation Skills in English)
(2013 Admission Onwards)**

Time : 3 Hours

Max. Marks : 80

Answer **all** questions.

I. Correct the following sentences. If the sentences are correct, write “**No Error**”.

- 1) The young man was ignorant about the consequences when he slapped a police officer.
- 2) People were surprised in his extraordinary talent.
- 3) Please hurry. Its getting late.
- 4) He is greater than I.
- 5) One of the girls sing well.
- 6) Neither Arun nor Joseph are available.
- 7) He has catched cough.
- 8) The river flows down the mountain and is going to the ocean.
- 9) If the recession continues, the country would not grow.
- 10) The good leader leads the country to prosperity. (1×10=10 Marks)

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

- 11) Imagine that you are planning to write an essay. Which are the various stages of the writing process ?
- 12) Name different types of paragraphs.



- 13) Attempt a definition of a report.
- 14) Give some examples of presentation strategies.
- 15) What are the advantages of e-mail ?
- 16) List the kinds of information to be provided in a CV.
- 17) Why is writing considered as a skill ?
- 18) Why do you combine different sources in your writing ?
- 19) What is the role of audience in a presentation ?
- 20) How do you combat stage fright ?
- 21) What is a hand-out ?
- 22) What are the disadvantages of a questionnaire ? (8x2=16 Marks)

III. Answer any six as directed :

- 23) Write a letter to your friend inviting him/her to your place during the Christmas vacation for the social service activities you two have already planned together.
- 24) Write a précis of the following passage reducing it to **one third** of its length :

Any ape can reach for a banana, but only humans can reach for the stars. Apes live, contend, breed and die in forests-end of the story. Humans write, investigate, create and quest. We splice genes, split atoms, launch rockets. We peer upward into the heart of the Big Bang and delve deeply into the digits of pi. Perhaps most remarkably of all, we gaze inward, piecing together the puzzle of our own unique and marvellous brain. It makes the mind reel. How can a three-pound mass of jelly that you can hold in your palm imagine angels, contemplate the meaning of infinity and even question its own place in the cosmos ? Especially awe-inspiring is the fact that any single brain, including yours, is made up of atoms that were forged in the hearts of countless far-flung stars billions of years ago. These particles drifted for aeons and light years until gravity and chance brought them together here, now. These atoms now form a conglomerate-your brain-that can not only ponder the very stars that gave it birth but can also think about its own ability to think and wonder about its own ability to wonder. With the arrival of humans, it has been said, the universe has suddenly become conscious of itself. This, truly, is the greatest mystery of all.



- 25) Write a dialogue between you and your teacher on the newly constituted government.
- 26) Prepare a questionnaire for conducting a survey on ecological conscience of people in your locality.
- 27) Write a report on the latest debate conducted in your college.
- 28) Prepare a resume for the post of an artist in a popular magazine.
- 29) What are your objectives in a presentation on 'Youth and The Need to Know Constitution' ?
- 30) Differentiate between a report and an essay.
- 31) Power point presentations are sometimes ineffective – when ? **(6×4=24 Marks)**

IV. Attempt any two of the following.

- 32) Write an essay on **any one** of the following (**each** in about **two** or **three** pages).
 - a) The relevance of English education in contemporary Indian context.
 - b) Politics and social media.
 - c) Internet addiction and its consequences.
 - 33) Write a project report on any of the following topics :
 - a) The problems faced by female students in your college.
 - b) Political consciousness in your college.
 - c) Health and food habits of school children in your area.
 - 34) Create content for 15-20 slides on **any one** of the following for Power Point Presentation :
 - a) The notion of development.
 - b) Disadvantages of advertisements.
 - c) Global warming.
 - 35) Imagine that you are the Manager of a company. Write a letter apologising to a consumer for delivering a defective or damaged product from your company. **(2×15=30 Marks)**
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