

G - 2614

(Pages : 4)

Reg. No. :

Name :

Second Semester B.Sc./B.Com./B.B.A./B.C.A./BSW/
BMS/B.Voc. Degree Examination, MAY 2019.

CAREER RELATED FIRST DEGREE PROGRAMME UNDER CBCSS-2(b)

Language Course II

EN 1211.4./EN 211 : WRITING AND PRESENTATION SKILLS

(2013 Admission Onwards)

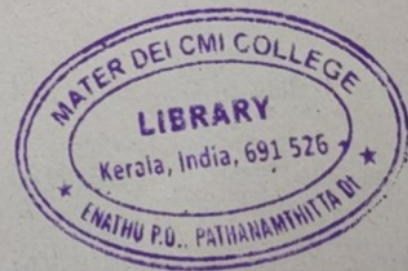
Max. Marks : 80

Time : 3 Hours

Answer **all** questions :

I. Correct the following sentences. If the sentences are correct, write "No Error"!

1. I have been to Africa recently.
2. They discussed about the whole matter.
3. Neither of the boys have returned.
4. We are playing tennis every day.
5. He went to work despite of his illness.
6. She is busy at the work.
7. He is clever but he lacks of experience.
8. I have written to every my friend I have.
9. I don't speak either French or German.
10. I have decided to quit my job a week ago.



(10 × 1 = 10 Marks)

P.T.O

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

11. What is a topic sentence?
12. Define a sentence.
13. What is meant by enumeration with respect to the construction of a paragraph?
14. How is spoken communication different from written communication?
15. What is meant by synopsis?
16. What is meant by an analytical essay?
17. What is the word used to describe etiquette on the Internet?
18. Name the different types of business letters.
19. Why should you avoid using capital letters throughout in an email?
20. Write two advertising lines for a newly launched magazine.
21. Punctuate the following sentence :
looking straight at her he said i cant help you.
22. Mention the names of some of the different types of note making.

(8 × 2 = 16 Marks)

III Answer any **six** as directed :

23. Write a letter to the Bank Manager for reissuing your ATM Card.
24. Construct a dialogue on the following topic in about 80 words.

You arrive at a new city and get lost. You ask a stranger for directions.

25. Prepare a report on an awareness programme conducted towards 'Banning Plastics' in your college.



26. Prepare a functional resume highlighting your skills and experience..
27. What are the characteristic features of an essay?
28. How can a power point presentation be made effective?
29. Prepare a bunch of questions for conducting a survey on the rising unemployment in your locality.
30. Write a précis of the following passage reducing it to **one third** of its length.

I appreciate the idea of arranging a trip to Srinagar for our school children. Srinagar is a beautiful place and it would be nice if our students are able to see the mesmerizing sights of the place before they leave the school campus. However, with sporadic violence and militancy, it is no longer a safe place for such adventures. Moreover, for the students appearing for the board exams next March, a ten-day trip might be too long. Regarding other arrangements however, there doesn't seem to be much to worry about. For the trip, a luxury bus can be arranged and students can be lodged in a good hotel there. Most of the students would be able to bear the cost of expenses the proposed trip is likely to incur.

31. Write a paragraph of **80** words on Global Warming.

(6 × 4 = 24 Marks)

IV Answer any **two** of the following :

32. Write an essay on **any one** of the following in about two to three pages.

- a. English as a Global Language
- b. The Rise of Social Media
- c. Child Labour



33. Write a project report on any one of the following topics :

- a. Population Explosion
- b. Rise of road accidents.
- c. Decline in alcoholism.

34. Create content for 15-20 slides on any one of the following Power Point Presentation.

- a. The importance of exercise.
- b. The decline of reading as a habit.
- c. Celebrity culture.

35. Write an essay elaborating the common pitfalls associated with Email Writing.

(2 × 15 = 30 Marks)

