



Reg. No. :

Name :

Third Semester B.A./B.Sc. Degree Examination, January 2019
First Degree Programme under CBCSS
ENGLISH (Language Course)
EN 1311.1/EN 1311.3 : Writing and Presentation Skills
(Common for B.A./B.Sc. (Language Course VI) & Career Related 2 (a)
(Language Course V)
(2015 Admission Onwards)

Time : 3 Hours

Max. Marks : 80

I. Answer **all** questions, **each** in a word or sentence :

A) Rewrite the following sentences, correcting the errors, if any.

- 1) Egg and bacon are my breakfast.
- 2) She asked whether she can take it.
- 3) The moon as well as the sun give light.
- 4) My brother brought some furnitures yesterday.
- 5) Nasim likes fishing, diving and to swim.

B) Write **one** synonym **each** for the following words.

- 6) narrow
- 7) noble
- 8) nature
- 9) offer
- 10) answer.

(1×10=10 Marks)

II. Answer **any eight**, **each** in a short paragraph **not** exceeding **50** words.

- 11) Define writing.
- 12) What is 'note-making' ?
- 13) Explain 'mind mapping'.
- 14) Why is 'planning' important in writing ?



- 15) How does revision help in writing good passages ?
- 16) What is the importance of preparing the first draft ?
- 17) How does 'Googling' help in the process of writing ?
- 18) Why is creating an outline an important step in writing ?
- 19) What is the significance of collecting information ?
- 20) What are the various stages of writing that enable a writer to create an ideal piece of writing ?
- 21) Why is research a significant step in the process of writing ?
- 22) "Deciding on the topic and defining the purpose play a major role in writing".
Explain. **(8×2=16 Marks)**

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

- 23) You have lost your mobile. Write an e-mail to the service provider requesting them to block the SIM card.
- 24) Write a précis of the following passage reducing it to **one third** of its length :
Overpopulation is today a very serious problem in many countries of the world and this includes India. It is closely related to other problems such as food and water shortage, unemployment, overcrowding and lack of basic facilities. Many governments have tried to solve the problem in different ways. Unfortunately, some of the measures adopted are rather extreme and these have not really been effective in reducing the population in the countries concerned. Thus, it is seen that sterilizing by force, having laws restricting the number of children a married couple may have and making larger families a punishable offence are methods that anger people and defeat the purpose altogether. On the contrary, educating people and spreading the message of a small family, improving the conditions of women, especially in rural areas and making them aware of the advantages of having fewer children and offering tax rebates and other incentives have proved effective in many parts of the world and in our country as well.
- 25) Prepare a report on the various activities conducted by the National Service Scheme unit of your college, highlighting three major activities undertaken last year – traffic rules awareness campaign, blood donation camp and book exhibition.



- 26) Draft a letter of complaint to the owner of a footwear store, regarding the damage to the pair of shoes you bought from that store a week ago.
- 27) Prepare a questionnaire to evaluate the quality of the water supply system in your locality.
- 28) What are the points to be remembered while preparing slides for a presentation ?
- 29) Prepare a cover letter and a resume for the post of an English teacher in a school.
- 30) What are the tips for writing effective survey questions ?
- 31) Prepare a presentation (including 10 slides) on the topic 'Pollution'.
(6×4=24 Marks)

IV. Answer **any two** as directed.

- 32) Write an essay on "Terrorism as a global threat".
 - 33) "An increased awareness and careful observance of the landmarks in the process of writing make writing hassle-free". Explain.
 - 34) Imagine that you are the secretary of the arts club in your college. Write a report on the activities of the club. The report is to be published in the college magazine.
 - 35) You have ordered fifty copies of a book from ABC Publishing Company. When the order was delivered, you found that the package had only forty-five copies of the book. Write a letter of complaint to the manager of the company requesting her to supply the missing copies. **(2×15=30 Marks)**
-



Reg. No. :

Name :

Third Semester B.A./B.Sc. Degree Examination, December 2017
First Degree Programme under CBCSS
ENGLISH (Language Course)
EN 1311.1/EN 1311.3 Writing and Presentation Skills
(Common for B.A./B.Sc. & Career Related 2 (a))
(2015 Admission Onwards)

Time : 3 Hours

Max. Marks : 80

I. Answer **all** questions, **each** in a word or sentence.

A) Rewrite the following sentences correcting errors if any.

- 1) They discussed about the issue.
- 2) We are playing cricket every day.
- 3) Neither of the girls have left.
- 4) He is sleeping for two hours.
- 5) The box of chocolates are missing.

B) Write **one** synonym **each** for the following words.

- 6) discover
- 7) accomplish
- 8) elevate
- 9) cleanse
- 10) depict.

(1×10=10 Marks)

II. Answer **any eight**, **each** in a short paragraph of approximately 50 words.

- 11) How has information technology increased the scope of writing ?
- 12) How important is "punctuation" as an aspect of the mechanics of writing ?
- 13) What is "collocation" ?



- 14) What is the difference between "functional writing" and "creative writing" ?
- 15) What is the purpose of an outline ?
- 16) What is 'editing' and how important is it ?
- 17) Explain the structure of a 'paragraph'.
- 18) What is an expository paragraph ?
- 19) What are the 'don'ts' in a concluding paragraph ?
- 20) What are the features that characterise a narrative essay ?
- 21) What are official letters and what are business letters ?
- 22) Differentiate between 'chronological resume' and 'functional resume'.

(8×2=16 Marks)

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

- 23) Your college union has been conducting traffic safety awareness programmes for auto-rikshaw drivers, cab drivers and the general public during the current academic year. Prepare a brief report on these programmes to be published in the college magazine.
- 24) Write a letter to the editor of a newspaper on the need for the government to take stern action against those who spread false propoganda about the ongoing Measles Rubella vaccination drive.
- 25) The bus operators in your town do not allow students to enter buses parked in the bus stand until after all other passengers have boarded. Write a letter of complaint to the Regional Transport Officer asking him to initiate steps against such bus operators.
- 26) Prepare a questionnaire to be used in a survey on the rising number of two-wheeler accidents in your town.
- 27) You are a newspaper reporter. You are asked to interview a doctor in the city who has conducted many successful heart transplant surgeries. Prepare **eight questions** you would like to ask him.
- 28) What are the **seven** types of presentations ?



29) Your school friend has sent you an email requesting your presence at a class reunion. However, you have to attend a job interview on that day and you will not be able to participate. Email him a reply informing him of your inability to attend the reunion.

30) How important is “body language” when you make a presentation ?

31) Write a precis of the following passage reducing the number of words to approximately one third.

“A keen sense of humour is the hall mark of culture. When a person can crack a joke on himself, he raises himself at once in the estimation of his friends. There are people who can throw jokes at others, but never take one thrown against themselves. This one-way traffic is not really a high sense of good humour. It is the essence of humour that there should be give and takes in the process. Good humour is often the test of tolerance. A fanatic is incapable of good humour. He is tearing others to pieces fearing of getting himself torn all the time. Good humour defeats itself if there is malice in it, or is indulged in to hurt others. A joke should never hurt, otherwise it is no joke at all. A joke should make the person who makes it and the person who has to take it, laugh together. That is why tolerance and culture are the sources of every good joke”.

(6×4=24 Marks)

IV. Answer any two as directed.

32) Attempt an essay on “the role of audio-visual media in education” in about 300 words.

33) Create content for 15 slides on the topic “India : Unity in Diversity”.

34) Your name is Nivin. You have an M.B.A. degree from a prestigious university. You are applying for a job as Area Marketing Manager with a well-known company specialising in fast moving consumer goods. Prepare a resume and a covering letter.

35) You are the secretary of the town's library council. Prepare a report to be read out in the annual general body meeting of the members enlisting the activities and achievements of the library during the year 2015 – 16.

(2×15=30 Marks)

Reg. No. :

Name : ..*Aileen Rose David*..

Third Semester B.A./B.Sc. Degree Examination, October 2019

First Degree Programme under CBCSS

English – (Language Course)

EN 1311.1/EN 1311.3 : WRITING AND PRESENTATION SKILLS

(Common for B.A./B.Sc. (Language Course VI) and Career related 2 (a)
(Language Course V))

(2015 Admission onwards)

Time : 3 Hours

Max. Marks : 80

I. Answer **all** questions, each in a word or sentence.

A. Rewrite the following sentences, correcting the errors, if any.

1. Everybody in the class know the answer.
2. Ten miles are a long distance to walk.
3. I prefer coffee than tea.
4. I congratulated him for his success.
5. One of the teachers are absent today.

B. Write **one** synonym each for the following words :

6. strange
7. train
8. pause
9. observe
10. negotiate.

(10 × 1 = 10 Marks)

II. Answer any **eight**, each in a short paragraph not exceeding 50 words.

- ✓1. Write a note on the importance of writing.
- ✓12. What is blogging?
13. What does the term 'conventions of language' refer to?
- ✓14. What is a memorandum?
- ✓15. Define collocation.
- ✓16. What is syntax?
- ✓17. Why is 'clubbing or clustering' important?
18. What is a report?
19. What is the difference between a précis and a summary?
20. What are morphemes?
21. What is a topic sentence? Explain its importance.
- ✓2. Explain the difference between writing and speaking.

(8 × 2 = 16 Marks)

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

23. Prepare an email to the HR manager of a company that is recruiting fresh graduates as trainee executives. Attach your resume.

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

Malayalam is the mother-tongue of 35 million Malayalis, eighty percent of whom live in Kerala. The remainder are scattered over different parts of India and the world, including Malaysia, Singapore, the countries surrounding the Persian Gulf, Africa, Europe and North America.

Malayalis are well-known for their ability to adjust easily to their surroundings. Wherever a Malayali goes, from New Delhi to New York, he becomes a part of the local scene, though Kerala is always present in his heart.

Like its speakers, the Malayalam language also has been open to foreign influences. Malayalam literature reflects this spirit of accommodation and has, over the centuries, developed a tradition which, although deeply rooted in the native soil of Kerala, is truly universal in spirit. It is remarkably free from the prejudices that have marred the literature of certain other parts of our country. To its basic Dravidian stock have been added elements borrowed or adopted from non-Dravidian languages such as Sanskrit, Arabic, French, Portuguese and English. The earliest of these associations was with Tamil, which according to many linguists is the root language from which Malayalam was born. Sanskrit, however, accounts for the largest of the 'foreign' influences, followed closely in recent times by English. This broad-based cosmopolitanism has indeed become a distinctive feature of Malayalam language and literature.

- ✓ 25. Imagine that you are the secretary of the arts club in your college. Prepare a report on the various activities conducted by the arts club.
- ✓ 26. Write a letter to the principal of your college, making an enquiry about the courses offered there.
- ✓ 27. Prepare a questionnaire to evaluate the quality of the waste disposal system in your locality.
- ✓ 28. What is the difference between formal and informal letters?
- ✓ 29. Distinguish between academic and creative writing.
- ✓ 30. Imagine that you are the General Manager of a company. Prepare a memo to remind an employee to attend a quarterly sales meeting.
31. Create content for 8 to 12 slides on "The Festival of Onam".

(6 × 4 = 24 Marks)

IV. Answer any **two** as directed.

32. Write an essay on, "The impact of cinema on youth" in about 300 words.
33. Discuss the various stages of writing that enable a writer to create an ideal piece of writing.
34. What is an essay? What are the guidelines for writing a good essay?
35. Request the manager of a bank, in writing, for a replacement of the debit card you have lost.

(2 × 15 = 30 Marks)
