

Reg. No. :

Name :

Third Semester B.A./B.Sc. Degree Examination, March 2021

First Degree Programme Under CBCSS

English – (Language Course)

EN 1311.1/EN 1311.3 : WRITING AND PRESENTATION SKILLS

(Common for B.A./B.Sc. and Career related 2(a))

(2015 – 2018 Admissions)

Time : 3 Hours

Max. Marks : 80

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

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

1. Everybody in the class know the answer
2. I prefer coffee than tea.
3. The doors will opened at 10 am on Friday.
4. The group of girls were making a lot of noise.
5. The meeting lasted for the hour and an half.

(B) Write one synonym each for the following words :

6. Acquit
7. Reliable

8. Valid
9. Peculiar
10. Unbelievable

(10 × 1 = 10 Marks)

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

11. Define writing.
12. Define collocation.
13. What is syntax?
14. What is brain storming?
15. What are the two parts of an email?
16. Why is clustering important?
17. What is a topic sentence? Explain its importance.
18. What are the features of good report?
19. What are emoticons?
20. Define "terms of reference".
21. What are the different types official letters?
22. What is a precis?

(8 × 2 = 16 Marks)

III. Answer any **six**, each in a paragraph not exceeding **100** words.

23. Write about the different stages of writing.
24. Write one mail to the editor of a popular newspaper stressing the importance of maintaining social distancing during COVID-19 times.

25. Write a persuasive paragraph on the benefits of exercise.
26. Write a paragraph on E-mail Netiquette.
27. Write a letter to the principal of a college, making an enquiry about the courses offered there.
28. You have lost your mobile. Write an e-mail to the service provider requesting them to block the SIM card.
29. Write about the different types of questions used while conducting surveys.
30. How will you manage your stage fright during a presentation?
31. Write a precis of the following passage reducing it to one third of its length.

When we survey our lives and efforts, we soon observe that almost the whole of our actions and desires are bound up with the existence of other human beings. We notice that whole nature resembles that of the social animals. We eat food that others have produced, wear clothes that others have made, live in houses that others have built. The greater part of our knowledge and beliefs has been passed on to us by other people through the medium of a language which others have created. Without language and mental capacities, we would have been poor indeed comparable to higher animals.

We have, therefore, to admit that we owe our principal knowledge over the least to the fact of living in human society. The individual if left alone from birth would remain primitive and beast like in his thoughts and feelings to a degree that we can hardly imagine. The individual is what he is and has the significance that he has, not much in virtue of the individuality, but rather as a member of a great human community, which directs his material and spiritual existence from the cradle to grave.

(6 × 4 = 24 Marks)

IV. Answer any **two**, each in about **two** or **three** pages.

32. Write an essay on "The importance of Reading".
33. Write a letter to a relative, describing your college and the course you are attending at present.

34. Prepare a presentation (including 10 slides) on the topic "Water Pollution".
35. Prepare a report on some of the environmental protection activities taken up by the Nature Club in your college.

(2 × 15 = 30 Marks)

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