



**MAR IVANIOS COLLEGE (AUTONOMOUS)**  
**THIRUVANANTHAPURAM**

Reg. No. :.....

Name :.....

**Third Semester B.Com. Degree Examination, November 2016**

**First Degree Programme under CBCSS**

**Language Course: English – III**

**AUEN311.3: Writing and Presentation Skills**

Time: 3 Hours

Max. Marks: 80

**SECTION – A**

*Answer ALL questions each in a word or in a sentence.*

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

1. The small child does whatever his father was done.
2. They examined both the samples very carefully but failed to detect any difference in them.
3. As his lungs are weak the doctor has advised him not to refrain from smoking.
4. Ramesh is as tall if not, taller than Mahesh.
5. The furniture in this room are made of teak.

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

6. Calamity
7. Contrary
8. Destiny
9. Impartial
10. Benevolent

**(10 × 1 = 10 Marks)**

**SECTION – B**

*Answer any EIGHT questions, each in a short paragraph not exceeding 50 words.*

11. Describe the process of planning a text.
12. What are the advantages of desk top publishing ?

P.T.O.

**1540**

13. How do you revise a text ?
14. How can you prepare an effective handout ?
15. What is an inquiry letter ?
16. What is proof reading ?
17. What is non verbal communication ?
18. What is the format of a formal email ?
19. What are the advantages of a chronological resume ?
20. Name two visual aids.
21. What are the advantages of using power point presentations ?
22. What are the elements that make an effective report ?

**(8 × 2 = 16 Marks)**

### **SECTION – C**

*Answer any SIX questions, each in a paragraph not exceeding 100 words.*

23. Write a letter to your friend describing the college you recently joined.
24. Write a précis of the following passage reducing it to one third of its length.

Every year scores of fishermen and hunters gather off the coast of Newfoundland to kill thousands of seals. Newly-born seals and their mothers are clubbed to death or drowned in icy water. Despite international protests, the slaughter continues. Over the years, environmentalists have launched numerous attacks against seal hunting. Supported by noted celebrities such as the French actress, Brigitte Bardot, and other well-known personalities, some measure of success has been achieved. The international market for the soft white fur of the baby seal has practically collapsed. Newfoundland's Provincial Fisheries Minister, John Efford, managed to convince the Canadian federal government in Ottawa to permit the killing of 285 000 seals. The exercise, however, drew heavy criticism from observers of the International Fund for Animal Welfare who claimed that close to 500 000 seals were killed. Efford had defended the seal hunt as being absolutely necessary. He said that the culling of these seals was neither done for sport or game, nor for their fur. Instead these seals were killed to save the livelihood of local fishermen who viewed the seals as pests and a threat to their source of income. These fishermen claim that the seals feed on the codfish that

