



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

Reg. No. :.....

Name :.....

**Third Semester Degree Examination, November 2016**

**First Degree Programme under CBCSS**

**Language Course: English – III, AUEN311.4 (Career Related)**

**English – IV, AUEN311.1 / AUEN311.2 (B.A. / B.Sc.)**

**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. I would have waited for you at the station if I knew that you would come.
2. I was shocked to learn that no one was knowing where the files were kept.
3. Hardly does the sun rise when the stars disappeared.
4. They failed in their attempt to repair the demolished portion of that building.
5. The courts are actively to safeguard the interests and the rights of the poor.

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

6. Diligent
7. Introverted
8. Perilous
9. Wane
10. Adventurous

(10 × 1 = 10 Marks)

**SECTION – B**

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

11. What are the features of academic writing ?

P.T.O.

12. What are the important points to be kept in mind while writing a paragraph on a given topic ?
13. Why are key board skills necessary ?
14. What are the techniques used for note taking ?
15. What is the importance of copyediting ?
16. What are the points to be kept in mind while searching for sources during the process of writing ?
17. What is a report ?
18. What is desktop publishing ?
19. Name two important visual aids that can make a presentation effective.
20. Describe the process of sending a fax.
21. What are the different types of CVs ?
22. What are the different methods of non verbal communication ?

(8 × 2 = 16 Marks)

### SECTION – C

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

23. Write a letter to T B A publishers requesting a catalogue.
24. Praveen is speaking to Ramesh about his experiences as a new student in a college  
Write a conversation.
25. Prepare a questionnaire for conducting a survey on the use of plastic in your locality.
26. You are working in a bank. Write an e mail to your customer confirming a meeting to discuss the granting of a loan.
27. Write a newspaper report on a natural disaster that occurred in your district.
28. What are the differences between Paraphrasing and Summarizing ?
29. What are the techniques you can use to enhance the clarity of your presentation ?
30. How can you improve your creative writing skills ?
31. Write a précis of the following passage reducing it to one third of its length.

The sea turtles, especially the leatherbacks, are undoubtedly one of nature's most amazing creatures. They roam the warm seas of the world throughout their life and come ashore only to lay eggs. Malaysia with its long sandy shorelines has been

destined as one of their breeding grounds. Unfortunately, the number of leatherback turtles landing on the beaches has been declining over the years. The drastic drop within such a short span is certainly a great cause for concern. Where have they gone to ?

Are they avoiding the beaches of Malaysia ? Whatever it is, the message is disturbingly clear -- they may become an extinct species soon, that is, if no concerted effort is taken to check the decline now. The belief that the declining landings of turtles in Malaysia is the result of increasing landings in others parts of the world is a fallacy. This is because the scenario is the same in other countries known to have been visited by the turtles. What has caused the species to dwindle at such a rapid rate ? There are many reasons but an obvious one is none other than man's greed. As we know, turtles are killed for their meat. In the days before refrigeration, turtles had been a source of fresh food for the sailing ships. Today, turtle soup is a favourite dish among the Asians. Their shells have become coveted items for decorations and jewellery. Their eggs which are meant to be hatched into young turtles, are instead harvested and eaten. When deep sea fishing nets inadvertently trap the turtles, fisherman often kill the turtles instead of cutting their nets to release them. Pollution of the sea has also reduced the number of turtles. Many are choked to death by the plastic bags that they mistake for jelly fish. It appears that the turtles are no longer safe in the sea where they spend most of their lives.

(6 × 4 = 24 Marks)

### SECTION – D

*Answer any TWO questions, each in about 300 words.*

32. You are applying for the post of a sub editor in a National Daily. Write a CV and a covering letter.
33. “People have become dependent on technology”. Write an essay on this topic.
34. Create content for 15 – 20 slides on the topic “Dangers of alcohol consumption”
35. Write a letter to your friend describing a national monument you recently saw.

(2 × 15 = 30 Marks)

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