MAR IVANIOS COLLEGE (AUTONOMOUS) THIRUVANANTHAPURAM

Reg. No. :…………………   Name :………………….

Third Semester B.Com Degree Examination, November 2015
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. What time we are leaving ?

2. Much of the tourists are American.

3. The Grand Canyon is about 1,900 deep meters.

4. The United Nations' Human Development Index takes into account life expectancy, education, as well as income per person.

5. Although India had committed himself to phasing out the mining of asbestos, it has not kept its word.

B. Write one synonym each for the following words.

6. Nervous

7. Mourn

8. Mansion

9. Intimate (adj)

10. Provisional

(10 × 1 = 10 Marks)

P.T.O.

SECTION – B

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

11. How do we write an effective précis ?

12. Differentiate between academic writing and business writing.

13. What are the principles of the art of condensation ?

14. What is meant by the functional use of writing ?

15. What is the structure of a paragraph ?

16. Mention the different types of essays.

17. What are the characteristic features of an essay ?

18. Establish the importance of business letters.

19. Mention the important types of business letters.

20. Which are the different types of resume ?

21. Mention five important tips for preparing PowerPoint presentations.

22. Explain paralinguistic features.

(8 × 2 = 16 Marks)

SECTION – C

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

23. Imagine you have organized an intercollegiate business quiz competition in your institution. Write a letter of acknowledgement to your HOD and other members of staff who have helped you organize the event.

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

    Teaching is the noblest of professions. A teacher has a scared duty to perform. It is he on whom rests the responsibility of moulding the character of young children. Apart from developing their intellect, he can inculcate in them qualities of good citizenship, remaining neat and clean, talking decently and sitting properly. These virtues are not easy to be imbibed. Only he who himself leads a life of simplicity, purity and rigid discipline can successfully cultivate these habits in his pupils.

Besides a teacher always remain young. He may grow old in age, but not in spite. Perpetual contact with budding youths keeps him happy and cheerful. There are moments when domestic worries weigh heavily on his mind, but the delightful company of innocent children makes him overcome his transient moods of despair.

25. Write a possible conversation between students and teachers on 'the Impact of Autonomy on Your Campus'.

26. Prepare a questionnaire for conducting a survey on 'the Impact of the Closing Down of Bars' in Kerala.

27. Assume that you are the reporter of *The Times of India*. Prepare a report on 'the Stray Dog Menace' in Kerala.

28. Write a paragraph on 'Trade Unions in Kerala'.

29. Write an e – mail to your friend in Singapore enquiring about the possibility of starting business with him.

30. Write a note on body language.

31. Explain the significance, salient features, and types of business reports.

(6 × 4 = 24 Marks)

SECTION – D

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

32. Write an essay on "Films and Youth".

33. Imagine you are conducting a study on the feasibility of introducing a new brand of soap to the market. Prepare a report based on your study to be submitted to the top management. Assume necessary details.

34. Create content for 15 – 20 slides on "Cyber Crimes".

35. You are applying for the post of an Assistant Manager (Accounts) at Joy Alukkas, Dubai. Prepare a CV and a covering letter that you will send to your prospective employer. Assume necessary details.

(2 × 15 = 30 Marks)

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