



MAR IVANIOS COLLEGE (AUTONOMOUS)
THIRUVANANTHAPURAM

Reg. No. :.....

Name :.....

Third Semester Degree Examination, November 2015

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. He is independent from his parents.
2. Sonia is taller of the two girls.
3. This chair is quite cheap at Rs.500.
4. We do not sell things at credit.
5. She has been absent since three days.

B. Write one synonym each for the following words.

6. Amazing
7. Lazy
8. Interesting
9. Strange
10. Scared

(10 × 1 = 10 Marks)

SECTION – B

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

11. Mention any five tips for developing a good writing style.
12. Differentiate between summary and paraphrase.

P.T.O.

13. Explain three different devices for constructing an effective paragraph.
14. What are the different stages in essay writing ?
15. Which are the different types of business letters ?
16. Mention the crucial elements of a resume.
17. Establish the significance of business reports.
18. What are the guiding principles for writing a good email ?
19. Write a note on eye contact in a professional presentation.
20. What is body language ?
21. Mention five important tips for preparing a PowerPoint presentation.
22. What is proxemics ?

(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 cherishing your memories as classmates in your school and inviting him for a reunion.
24. Write a precis of the following passage reducing it to one third of its length.

One of our most difficult problems is what we call discipline and it is really very complex. You see, society feels that it must control or discipline the citizen, shape his mind according to certain religious, social, moral and economic patterns.

Now, is discipline necessary at all ? Please listen carefully. Don't immediately say YES or NO. Most of us feel, especially while we are young, that there should be no discipline, that we should be allowed to do whatever we like and we think that is freedom. But merely to say that we should be free and so on has very little meaning without understanding the whole problem of discipline. The keen athlete is disciplining himself the whole time, isn't he ? His joy in playing games and the very necessity to keep fit makes him go to bed early, refrain from smoking, eat the right food and generally observe the rules of good health. His discipline and punctuality is not an imposition but a natural outcome of his enjoyment of athletics.

25. Write a possible conversation between Narendra Modi and Satya Nadella when they met at the Silicon Valley last month ?
26. Prepare a questionnaire for conducting a survey on the mushrooming of old – age homes in Kerala.
27. You are the reporter of *The Hindu*. Prepare a report on the local body elections in your locality.
28. Write a paragraph on ‘intolerance’.
29. Prepare an email congratulating your newly appointed Principal.
30. What are the different types of essays ?
31. What is an academic report ? Mention their main features.

(6 × 4 = 24 Marks)

SECTION – D

Answer any TWO questions, each in about 300 words.

32. Write an essay on “Power Respects Power”.
33. You are the marketing head of Pharma International, specializing in cancer drugs. Recently your sales are going down. You have conducted a market research on this new development. Prepare a report on the causes and remedies to be presented before the top management.
34. Create content for 15 – 20 slides on “Global warming”.
35. You are applying for the post of an Assistant Manager in a manufacturing company. 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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