



MAR IVANIOS COLLEGE (AUTONOMOUS)
THIRUVANANTHAPURAM

Reg. No. :.....

Name :.....

Second Semester B.Voc. Degree Examination, June 2015

First Degree Programme under CSS

General Course – IV: English (for Tourism & Hospitality Management)

AUEN261.5b: Writing and Presentation Skills in English

Time: 3 Hours

Max. Marks: 80

SECTION – A

Answer ALL questions in one or two sentences.

Correct the following sentences. If the sentences are correct, write “No Error”.

1. The magician casted a spell and turned the rat into a horse.
2. He went out after he had eaten his lunch.
3. Georgie loves vacation time when he swims, plays tennis and is making friends.
4. The scissors were there but the tailor could not see them as his spectacle was not on his nose.
5. He is a very good friend of me.
6. Cloud computing is one of the most important invention of this century.
7. During her visit to Mumbai, she stayed in her friend’s home.
8. Can you tell me why did you not speak the truth ?
9. Anoop stood beside his friend in all his difficulties.
10. The population of Tokyo is greater than that of any other town in the world.

(10 x 1 = 10 Marks)

SECTION – B

Answer any EIGHT questions, not exceeding a paragraph of 50 words.

11. Mention some reasons for the popularity of emails.
12. The art of Condensation is an integral part of our writing skills. Distinguish the major forms of Condensation.

P.T.O.

13. Explain the Mapping method with example.
14. Comment on the features of good notes.
15. Define Business Report highlighting its salient features.
16. What is Enumeration ?
17. Punctuate the following:
R k Narayan the famous Indian English author's stories are known for deep insight into their characters.
18. Which are the components comprising an essay ?
19. Explain Full block layout with an example.
20. Is it advisable to use acronyms while composing an email ? Elucidate.
21. Discuss the concept of Proxemics.
22. Which are the four major documentation styles ?

(8 x 2 = 16 Marks)

SECTION – C

Answer any SIX questions, in a page of 100 words.

23. Your friend wants to spend a two week holiday in your region and has written asking for information and advice. Write a letter to your friend.
24. Students in your college are not interested in sports. You are asked to carry out a survey to find the reasons for their lack of interest. Based on your findings, write a report to the principal regarding the matter. In your report, give reasons for the lack in interest in sports and provide suggestions to overcome the problem.
25. You want to apply for the post of an English language trainer in a firm. Prepare a resume.
26. Write a brief note on methods of data collection.
27. What are the common etiquettes to be maintained while writing an email ?
28. Describe the elements / parts of business letters in their sequence of appearance. Give an example.
29. Construct a conversation on the following topic:
You got a job in a metro city and you came across a friend who is settled there.
30. Briefly describe the steps involved in the editing process.
31. Write a précis of the following passage reducing it to one third of its length.

It is physically impossible for a well – educated, intellectual, or brave man to make money the chief object of his thoughts just as it is for him to make his

dinner the principal object of them. All healthy people like their dinners, but their dinner is not the main object of their lives. So all healthy minded people like making money ought to like it and enjoy the sensation of winning it; it is something better than money.

A good soldier, for instance, mainly wishes to do his fighting well. He is glad of his pay – very properly so and justly grumbles when you keep him ten years without it – till, his main mission of life is to win battles, not to be paid for winning them. So is the case of clergymen. The clergyman's object is essentially baptize and preach not to be paid for preaching. So is again the case of doctors. They like fees no doubt – ought to like them; yet if they are brave and well – educated the entire object to their lives is not fees. They on the whole, desire to cure the sick; and if they are good doctors and the choice were fairly to them, would rather cure their patient and lose their fee than kill him and get it. And so with all the other brave and rightly trained men: their work is first, their fee second – very important always; but still second.

(6 x 4 = 24 Marks)

SECTION – D

Answer any TWO questions, not exceeding four pages.

32. Write an essay on any one of the following in about 300 words:
 - i). The importance of learning English as Second Language.
 - ii). Champions aren't made in the gyms.
33. Write a project report on any one of the following topics:
 - i). The growth of E – commerce (online shopping).
 - ii). Advantages and disadvantages of Social Media.
34. Create content for 15 – 20 slides on any one of the following for Power Point Presentation:
 - i). Cuisines of Kerala.
 - ii). The prospects of tourism in your district.
35. 'The most effective way to hold an audience's attention is to make proper use of paralinguistic features'. In the light of this statement, discuss the importance of various paralinguistic features.

(2 x 15 = 30 Marks)
