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Third Semester B.Com. Degree Examination, October 2019

First Degree Programme under CBCSS

English — (Language Course)

EN 1311.2 : WRITING AND PRESENTATION SKILLS

(2015 Admission Onwards)

Time : 3 Hours

Max. Marks : 80

I. Answer **all** questions, each in a word or a sentence:

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

1. Crossing the road the cyclist hit her.
2. I was really angry at him.
3. No sooner the sun rose than the fog disappeared.
4. Have you practised the dance steps?
5. All her daughter-in-laws are clever.

B. Write one synonym each for the following words.

6. Obstacle.
7. Negligent.

8. Recall.
9. Sanction.
10. Pardon.

(10 × 1 = 10 Marks)

II Answer **any eight**, each in a short paragraph not exceeding 50 words .

11. Explain "clubbing or clustering".
12. What is syntax?
13. What is 'brain storming'?
14. What are emotions?
15. Point out the differences between formal letter and its email counterpart.
16. What is 'terms of reference'?
17. What are the features of a narrative essay?
18. Write a note on memorandum.
19. Distinguish between precis and abstract.
20. Mention any two points to be kept in mind while preparing slides for a presentation.
21. What is blogging?
22. What are the mechanics of writing.

(8 × 2 = 16 Marks)

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III Answer any **six** as directed:

23. Prepare an email complaining to a book shop, about lapses in delivery.
24. Write a precis of the following passage reducing it to one third of its length.

The most important thing is that we should have freedom of thought. This is not easy as it sounds, for everyone likes to have this freedom for himself, but is not ready to give it to others when they express different opinions. This is particularly the case when the differences of opinion arise on such important matters as religion and politics. But if we refuse to let other people hold their opinions on these matters, and specially if we try to force them to accept our own, progress is impossible. If we decide to blindly follow our ancestors and give undue importance to 'tradition' that actually do no good to society, we can expect any growth. Our thoughts depend a great deal on what we read and our interaction with the community at large. We must be able to embrace differences, think rationally and not be influenced by partisan views. Your thoughts define your personality – and how or what you think is entirely your decision.

25. Prepare a report on the relief work that your college was engaged in during the recent floods.
26. Write a letter to a friend in Mysore, asking him to make arrangements for boarding and sight seeing, for a group of students from your college.
27. Prepare a questionnaire for conducting a survey on regularity of water supply in your area.
28. Discuss the role of Computers in writing.
29. What is 'mind mapping'?
30. Write a note on how to manage stage fright during a presentation.
31. Write an email to the controller of exams requesting for a duplicate mark list – explaining the loss of the original.

(6 × 4 = 24 Marks)

IV Answer any **two** as directed:

32. Write an essay on "What ^{problems} ails our educational system?"
33. As the Secretary of your Environment Club, prepare a report on its activities.
34. Create content for 15-20 slides on "An analysis of politics on campus."
35. You have completed a course in Journalism and are applying for the post of reporter in a leading publishing company. Prepare a C.V. with a covering letter.

(2 × 15 = 30 Marks)