

Reg. No. : .....

Name : .....

**Third Semester B.Com. Degree Examination, March 2021**

**First Degree Programme Under CBCSS**

**English – (Language Course)**

**EN 1311.2 : WRITING AND PRESENTATION SKILLS**

**(2015-18 Admission)**

Time : 3 Hours

Max. Marks : 80

**SECTION – A**

- I. Answer **all** questions, each in a word or sentence
- A. Rewrite the following sentences, correcting the errors if any.
  1. She does not resemble to either of her parents.
  2. You should complain of if you are not happy with the service you receive.
  3. Raju, who he is my best friend, is a poet.
  4. I have decided to quit my job a week ago.
  5. No matter what that I do, I can't make her happy.
- B. Write one synonym each for the following words
  6. Negligent
  7. Acquit

8. Gross
9. Blunt
10. Rigorous

(10 × 1 = 10 Marks)

SECTION – B

- II. Answer **any eight**, each in a short paragraph not exceeding 50 words.
11. What is syntax?
  12. Explain the importance of the mechanics of writing?
  13. Which are the four essential steps in the writing process?
  14. How does revision help in writing good passages?
  15. Why is creating an outline an important step in writing?
  16. What is narrative essay?
  17. What are the two parts of an E-mail?
  18. What is memorandum?
  19. Explain the features of a good report?
  20. What are the features of a good précis?
  21. What is the difference between a précis and an outline?
  22. Distinguish between academic and creative writing.

(8 × 2 = 16 Marks)

## SECTION – C

III. Answer any **six** as directed

23. Write an email to your local municipal council, thanking them for the fine work they have done in establishing a park in your neighbourhood.
24. Write a précis of the following passage reducing it to one third of its length.

The teacher, like the artist, the philosopher, and the man of letters, can only perform his work adequately if he feels himself to be an individual directed by an inner creative impulse, not dominated and fettered by an outside authority. It is very difficult in this modern world to find a place for the individual. He can subsist at the top as a dictator in a totalitarian state or a plutocratic magnate in a country of large industrial enterprises, but in the realm of the mind it is becoming more and more difficult to preserve independence of the great organized forces that control the livelihoods of men and women. If the world is not to lose the benefit to be derived from its best minds, it will have to find some method of allowing them scope and liberty in spite of organization. This involves a deliberate restraint on the part of those who have power, and a conscious realization that there are men to whom free scope must be afforded. Renaissance popes could feel in this way towards Renaissance artists, but the powerful men of our day seem to have more difficulty in feeling respect for exceptional genius. The turbulence of our times is inimical to the flowering of culture.

25. Prepare a report on the various activities conducted by the National Service Scheme unit of your college in the current academic year.
26. Write a letter of complaint to the principal drawing attention to the increased number of dogs in your college campus and the threat of your life.
27. Prepare a questionnaire for conducting survey on "Drug Abuse Among Youth".
28. Explain the importance of performance in presentation?
29. Explain the fallacies and facts in resume writing.
30. Write a letter to the editor by email complaining about the problem of spreading garbage and around locality.
31. Briefly explain about the language used in a business letter.

**(6 × 4 = 24 Marks)**

## SECTION – D

IV. Answer any **two** as directed

32. Write an essay on “Urbanisation and its Hazards” in about 300 words.
33. The NSS unit of your college has adopted a village as a social responsibility. Write a report to be submitted to the principal, detailing the activities of that unit during the current academic year.
34. Create content for 15-20 slides on the topic “Globalization and its impact on Indian culture”.
35. Prepare a cover letter and a resume to apply for the post of public relations officer in a corporate company.

**(2 × 15 = 30 Marks)**