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J – 2857

Reg. No. : .....

Name : .....

Second Semester B.A./B.Sc./B.Com./BBA/BCA/BSW/BMS/B.Voc. Degree  
Examination, May 2020

Career Related First Degree Programme Under CBCSS

Group 2(b)

Language Course II

EN 1211.4/EN 211 : WRITING AND PRESENTATION SKILLS

(2013-2018 Admission)

Time : 3 Hours

Max. Marks : 80

Answer **all** questions :

I. Correct the following sentences. If the sentences are correct, write "No Error".

1. Do not kept wild animals at the zoo.
2. The teacher was impressed with I and José.
3. They have managed to make a good life themselves.
4. My younger brother works for three years in a bank.
5. I am loving this movie.
6. It is raining for two days.

P.T.O.

7. It slipped the mind.
8. Joy involved in an accident.
9. I drive very carefully.
10. I have decided to go to Mumbai a week ago.

(10 × 1 = 10 Marks)

II. Answer **any eight** of the following questions in **one** or **two** sentences each.

11. What is the Cornell Method of note-making?
12. Define a predicate.
13. What is meant by a philosophical essay?
14. What is the importance of business letters?
15. Define a business report.
16. Give two advantages for conducting a telephonic interview.
17. What is meant by bibliography?
18. Mention two tips for writing a Newspaper Report.
19. Why is E-mail so popular?
20. Write two advertising lines for a newly launched fashion store.
21. Punctuate the following sentence:  
  
after all what is there to watch on television
22. Mention the names of some of the different types of note making.

(8 × 2 = 16 Marks)

III. Answer **any six** directed.

- 23. Write a letter to the Librarian for reissuing your Library card.
- 24. Construct a dialogue on the following topic in about 80 words.

You are at a Mobile Phone. You ask the shopkeeper about the latest mobile phones.

- 25. Prepare a report on an awareness programme conducted towards 'Lifestyle Diseases'.
- 26. Prepare a functional curriculum vitae highlighting your skills and experience.
- 27. What are the characteristic features of E-mails?
- 28. How can a business report be made effective?
- 29. Prepare a bunch of questions for conducting a survey on the rising rate of alcoholism in your locality.
- 30. Write a précis of the following passage reducing it to one third of its length.

Machines have, in fact, become the salves of modern life. They do more and more work that human beings do not want to do themselves. Think for a moment of the extent to which machines do work for you. You wake, perhaps, to the hoot of a siren by a machine in a neighbouring factory. You wash in water brought to you by the aid of machinery, heated by machinery and placed in basins for your convenience by a machine. You eat your breakfast quickly cooked for you by machinery, go to school in machines made for saving leg labour. And if you are lucky to be in a very modern school, you enjoy cinema where a machine teaches you or you listen to lessons broadcast by one of the most wonderful machines. So dependent has man become on machines that a certain writer imagines a time when machines will have acquired a will of their own and become the master of men, doomed once more to slavery.

- 31. Write a paragraph of 80 words on Politics on Campus.

**(6 × 4 = 24 Marks)**

IV. Answer **any two** of the following.

32. Write an essay on **any one** of the following in about two to three pages.

- (a) Reading as a habit.
- (b) The drawbacks of social media.
- (c) Universal Literacy.

33. Write a project report on **any one** of the following topics:

- (a) E-Learning
- (b) Rise of rural India.
- (c) Decline in mortality.

34. Create content for 15-20 slides on **any one** of the following Power Point Presentation.

- (a) The importance of communication.
- (b) The perils of smartphones.
- (c) Youth and Social Media.

35. Write an essay elaborating the various methods of data collection.

**(2 × 15 = 30 Marks)**

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