

Reg. No. : .....

Name : .....

Third Semester B.A./B.Sc. Degree Examination, October 2019

First Degree Programme under CBCSS

English – (Language Course)

EN 1311.1/EN 1311.3 : WRITING AND PRESENTATION SKILLS

(Common for B.A./B.Sc. (Language Course VI) and Career related 2 (a)  
(Language Course V))

(2015 Admission onwards)

Time : 3 Hours

Max. Marks : 80

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

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

1. Everybody in the class know the answer.
2. Ten miles are a long distance to walk.
3. I prefer coffee than tea.
4. I congratulated him for his success.
5. One of the teachers are absent today.

B. Write one synonym each for the following words :

6. strange
7. train
8. pause
9. observe
10. negotiate.

(10 × 1 = 10 Marks)

P.T.O.

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

11. Write a note on the importance of writing.
12. What is blogging?
13. What does the term 'conventions of language' refer to?
14. What is a memorandum?
15. Define collocation.
16. What is syntax?
17. Why is 'clubbing or clustering' important?
18. What is a report?
19. What is the difference between a précis and a summary?
20. What are morphemes?
21. What is a topic sentence? Explain its importance.
22. Explain the difference between writing and speaking.

(8 × 2 = 16 Marks)

III. Answer any **six** as directed :

23. Prepare an email to the HR manager of a company that is recruiting fresh graduates as trainee executives. Attach your resume.

24. Write a précis of the following passage reducing it to one third of its length

Malayalam is the mother-tongue of 35 million Malayalis, eighty percent of whom live in Kerala. The remainder are scattered over different parts of India and the world, including Malaysia, Singapore, the countries surrounding the Persian Gulf, Africa, Europe and North America.

Malayalis are well-known for their ability to adjust easily to their surroundings. Wherever a Malayali goes, from New Delhi to New York, he becomes a part of the local scene, though Kerala is always present in his heart.

Like its speakers, the Malayalam language also has been open to foreign influences. Malayalam literature reflects this spirit of accommodation and has, over the centuries, developed a tradition which, although deeply rooted in the native soil of Kerala, is truly universal in spirit. It is remarkably free from the prejudices that have marred the literature of certain other parts of our country. To its basic Dravidian stock have been added elements borrowed or adopted from non-Dravidian languages such as Sanskrit, Arabic, French, Portuguese and English. The earliest of these associations was with Tamil, which according to many linguists is the root language from which Malayalam was born. Sanskrit, however, accounts for the largest of the 'foreign' influences, followed closely in recent times by English. This broad-based cosmopolitanism has indeed become a distinctive feature of Malayalam language and literature.

25. Imagine that you are the secretary of the arts club in your college. Prepare a report on the various activities conducted by the arts club.
26. Write a letter to the principal of your college, making an enquiry about the courses offered there.
27. Prepare a questionnaire to evaluate the quality of the waste disposal system in your locality.
28. What is the difference between formal and informal letters?
29. Distinguish between academic and creative writing.
30. Imagine that you are the General Manager of a company. Prepare a memo to remind an employee to attend a quarterly sales meeting.
31. Create content for 8 to 12 slides on "The Festival of Onam".

**(6 × 4 = 24 Marks)**

IV. Answer any **two** as directed.

32. Write an essay on, "The impact of cinema on youth" in about 300 words.
33. Discuss the various stages of writing that enable a writer to create an ideal piece of writing.
34. What is an essay? What are the guidelines for writing a good essay?
35. Request the manager of a bank, in writing, for a replacement of the debit card you have lost.

**(2 × 15 = 30 Marks)**