

Reg. No. :

Name :

**Fifth Semester B.A LL.B (Five Year Integrated) Degree Examination,
March 2020**

Paper I: WRITING AND PRESENTATION SKILLS

(2013 Admission onwards)

Time : 3 Hours

Max. Marks : 80

I. Answer any **five** of the following **each** in a sentence or **two**.

- (a) What is closing subscription?
- (b) What is O.H P What is its advantage?
- (c) Give two functional use of writing?
- (d) What are transition words?
- (e) What is desktop publishing?
- (f) What is word processing?
- (g) What is academic writing

(5 × 2 = 10 Marks)

II. Answer any **six** of the following questions **each** in about **100** words.

- (a) Differentiate Resume and CV?
- (b) Explain the features of a good presentation?
- (c) What are the dos and don'ts in a group discussion?
- (d) What is the significance of a Power point Presentation?
- (e) What is relevant about a covering letter?

- (f) Plan an outline to prepare an essay on communal Harmony.
- (g) What are the dos and donts of emails?
- (h) What are the principles of note making?
- (i) What are the various modes of Surveys?

(6 × 5 = 30 Marks)

III. Your request to contribute a paper to a foreign journal of Indian Institute of Constitutional Studies, New Delhi is positively acknowledged. You are required to submit an abstract of your paper entitled "The Right to live and the Constitutional Assurance" by 10 January 2020 and the complete paper before 30th January 2020.

- (a) Prepare an abstract of your paper.

OR

- (b) Write a letter to the Director of IICS, New Delhi informing that you will submit the complete paper by 30th January but you need a week more to submit the abstract.

(1 × 10 = 10 Marks)

IV. As part of the silver jubilee celebration, your college is conducting a seminar on "Sustainable Development".

- (a) Write a report of the seminar in not less than 100 words for the jubilee souvenir.

OR

- (b) You are one of the paper presenters of the topic "Sustainable Development". Design the structure of your presentation so that it is logical, clear and complete within the time allowed.

(1 × 10 = 10 Marks)

V. You happened to read an advertisement in Hindu 5 November 2019, inviting applications for the position of Manager in a reputed corporate institution. Prepare a resume and a covering letter applying for the job.

(1 × 10 = 10 Marks)

VI. Prepare a precise of the following passage.

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 is to make his dinner. 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 of clergymen. The clergyman's object is essentially to baptize and preach not to be paid for preaching. So 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.

(1 × 10 = 10 Marks)