

Reg. No. :

Name :

Fifth Semester B.A. LL.B. (Five Year Integrated) Degree Examination,
March 2021

Paper I : WRITING AND PRESENTATION SKILLS

(2013 Admission Onwards)

Special Examination

Time : 3 Hours

Max. Marks : 80

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

(a) What is desktop publishing?

(b) Define copyediting

(c) What is a précis?

(d) What is the purpose of an introduction?

(e) Explain the term libel.

(f) What are the various sources of information when engaging in academic writing?

(g) Note down any two complimentary greetings used in a letter.

(5 × 2 = 10 Marks)

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

- (a) Comment on the importance of audience in the communication process.
- (b) Distinguish between personal and business writing.
- (c) What is a survey? Mention any two data collection methods used.
- (d) Elaborate on Group Discussions, its purpose and advantages.
- (e) Write a note on Academic writing.
- (f) What are the various parts of a letter?
- (g) What is copyright infringement?
- (h) What are the soft skills required for an academic presentation?
- (i) Write a note on the technique of paraphrasing.

(6 × 5 = 30 Marks)

III. Your request to contribute to the Journal of Communication Studies of the Centre for Communication Studies, New Delhi has been accepted. You have been asked to submit an abstract of your paper 'Exploring the nuances of new age Malayalam films' by the 18 December 2019 and the full paper by 31st December 2019.

- (a) Prepare an abstract of the paper.

OR

- (b) Write to the Editor of the Journal requesting an extension on the date of submission of the abstract. Assure the Editor that the full paper will be submitted on time.

(1 × 10 = 10 Marks)

IV. Your department has conducted a conference on Intellectual Property Rights.

(a) Write a report on the conference in not less than 100 words for the college magazine.

OR

(b) You are presenting a paper on Violation of intellectual Property Rights. Design the structure of your presentation keeping in mind the time limit allotted for the same.

(1 × 10 = 10 Marks)

V. Write a letter applying for the post of Junior Scientist at a space research organization in response to an advertisement in a national daily. Include your résumé.

(1 × 10 = 10 Marks)

VI. Prepare a precise of the following passage.

Your mind, like your body, is a thing whereof the powers are developed by effort, That is a principal use, as I see it, of hard work in studies. Unless you train your body you can't be an athlete, and unless you train your mind you can't be much of a scholar. The four miles an oarsman covers at top speed is in itself nothing to the good, but the physical capacity to hold out over the course is thought to be of some worth. So a good part of what you learn by hard study may not be permanently retained, and may not seem to be of much final value, but your mind is a better and more powerful instrument because you have learned it. "Knowledge is power," but still more, the faculty of acquiring and using knowledge is power. If you have a trained and powerful mind, you are bound to have stored it with something, but its value is more in what it can do, what it can grasp and use; than in what it contains; and if it were possible as it is not to come out of college with a trained and disciplined mind and nothing useful in it, you would still be ahead, and still, in a manner, educated. Think of your mind as a muscle to be developed; think of it as a searchlight that is to reveal the truth to you; and don't cheat it or neglect it.

(Edward S. Martin, *A Father to His Freshman Son*)

(1 × 10 = 10 Marks)