

Reg. No. :

Name :

**Fifth Semester B.A., LL.B (Five Year Integrated) Degree Examination,
September 2022**

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 business writing?
- (b) How do we find sources for academic writing?
- (c) What is citation?
- (d) Desktop publishing
- (e) Resume
- (f) Define e-mail
- (g) Copy editing.

(5 × 2 = 10 Marks)

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

- (a) Academic writing
- (b) What is fax?
- (c) Note making

- (d) What should be the structure of a paragraph?
- (e) How does one prepare for a group discussion?
- (f) Advantages of critical reading.
- (g) Need for a good conclusion.
- (h) What makes an academic presentation effective?
- (i) Advantages of PowerPoint over other modes of presentation.

(6 × 5 = 30 Marks)

- III. (a) Write a letter to the Minister for Transport requesting to start more inter-state buses for the convenience of students pursuing their studies outside the state.

OR

- (b) Write a letter to the editor of a newspaper drawing attention to the increasing number of deaths by drowning in the state, especially among tourists.

(1 × 10 = 10 Marks)

- IV. (a) As the College Union General Secretary, prepare a report of the inauguration of the College Union.

OR

- (b) Prepare a presentation for thirty minutes on the role of regional political parties to be presented in a national workshop on Indian Political System.

(1 × 10 = 10 Marks)

- V. A renowned institution is seeking postgraduates in English for the post of assistant professor. Prepare an application and your resume.

(1 × 10 = 10 Marks)

VI. Prepare a precis of the following passage :

Care should be taken when submitting manuscripts to book publishers. A suitable publisher should be chosen, by a study of his list of publications or an examination in the bookshops of the type of books in which he specializes. It is a waste of time and money to send the typescript of a novel to a publisher who publishes no fiction, or poetry to one who publishes no verse, though all too often this is done. A preliminary letter is appreciated by most publishers, and this should outline the nature and extent of the typescript and enquire whether the publisher would be prepared to read it (writers have been known to send out such letters of enquiry in duplicated form, an approach not calculated to stimulate a publisher's interest). It is desirable to enclose the cost of return postage when submitting the typescript and finally it must be understood that although every reasonable care is taken of material in the publishers' possession, responsibility cannot be accepted for any loss or damage thereto.

Authors are strongly advised not to pay for the publication of their work. If a manuscript is worth publishing, a reputable publisher will undertake its publication at his own expense, except possibly for works of an academic nature.

(1 × 10 = 10 Marks)
