

Reg. No. : .....

Name : .....

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

**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 a cover letter?
- (b) Comment on the purpose of the title of an essay or report.
- (c) What is proofreading?
- (d) What is word-processing?
- (e) Differentiate between paraphrasing and summarizing.
- (f) What does OHP stand for? When should it be used?
- (g) Why should one cite sources?

**(5 × 2 = 10 Marks)**

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

- (a) How can you effectively manage time during a presentation?
- (b) How do computers aid in the process of writing?
- (c) Enumerate on the visual aids that may be used in presentations?

- (d) How can different sources be incorporated into a text?
- (e) What are the points to be remembered when developing a questionnaire?
- (f) How should one prepare for a group discussion?
- (g) Comment on the mechanism of paragraph writing.
- (h) How are formal and informal conversations different?
- (i) Plan an outline for an essay on the topic 'The rights and responsibilities of an Indian citizen'.

**(6 × 5 = 30 Marks)**

- III. (a) Write a letter on behalf of your company to the Railways complaining that your goods had been damaged in transit and making a claim for reimbursement.

OR

- (b) Write a letter to the Editor of a newspaper highlighting the dismal state of roads in your city and the dangers of the same.

**(1 × 10 = 10 Marks)**

- IV. (a) The newly formed Film Club of your college has been inaugurated. Write a report on the inauguration in not less than 100 words to be sent to the press.

OR

- (b) You are presenting a paper on Euthanasia at a seminar. Design the structure of your presentation keeping in mind the time limit allotted for the same.

**(1 × 10 = 10 Marks)**

- V. You have seen an advertisement in a national daily inviting applications for the post of civil engineers for a new construction project in Hyderabad. Write a letter applying for a job. Include your résumé.

**(1 × 10 = 10 Marks)**

VI. Prepare a precise of the following passage.

There is an enemy beneath our feet - an enemy more deadly for his complete impartiality. He recognizes no national boundaries, no political parties. Everyone in the world is threatened by him. The enemy is the earth itself. When an earthquake strikes, the world trembles. The power of a quake is greater than anything man himself can produce. But today scientists are directing a great deal of their effort into finding some way of combating earthquakes, and it is possible that at some time in the near future mankind will have discovered a means of protecting itself from earthquakes. An earthquake strikes without warning. When it does, its power is immense. If it strikes a modern city, the damage it causes is as great as if it has struck a primitive village. Gas mains burst, explosions are caused and fires are started. Underground railways are wrecked. Buildings collapse, bridges fall, dams burst, gaping crevices appear in busy streets. If the quake strikes at sea, huge tidal waves sweep inland. If it strikes in mountain regions, avalanches roar down into the valley. Consider the terrifying statistics from the past. 1755: Lisbon, capital of Portugal - the city destroyed entirely and 450 killed. 1970: Peru: 50,000 killed. In 1968 an earthquake struck Alaska. As this is a relatively unpopulated part, only a few people were killed. But it is likely that this was one of the most powerful quakes ever to have hit the world. Geologists estimate that during the tremors, the whole of the state moved over 80 feet farther west into the Pacific Ocean. Imagine the power of something that can move an entire subcontinent! This is the problem that the scientists face. They are dealing with forces so immense that man cannot hope to resist them. All that can be done is to try to pinpoint just where the earthquake will strike and work from there. At least some precautionary measures can then be taken to save lives and some of the property.

(1 × 10 = 10 Marks)