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11037

Reg. No. :

Name :

Fifth Semester Integrated B.A. LL.B. (5 year)

Degree Examination, April 2016

(For 2013 Admissions)

Paper – I : WRITING AND PRESENTATION SKILLS

Time: 3 Hours

Max. Marks : 80

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

- What are the prerequisites of professional piece of communication ?
- What is the advantage of proofreading a document ?
- What is a report ?
- What are the major forms of condensation ?
- What are the advantages of Email writing ?
- Mention different types of resume.
- What are the functions of a business report ? **(5×2=10 Marks)**

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

- What are the elements of body language ?
- Mention some of the pitfalls in Email writing.
- What are memo reports ? Explain with example.
- What are the different types of resume ?
- Explain the various components comprising an essay.
- Explain the structure of a paragraph.
- What are the methods of preparing notes ?
- Mention some of the features of a 'paragraph'.
- Elaborate the paralinguistic features of non-verbal communication.

(6×5=30 Marks)



III. a) You have visited a general hospital by chance. You find the condition of cleanliness in the hospital very pathetic. Write an e-mail to CMHO, in the matter.

OR

b) Write a letter to The Post Master, complaining about the irregular delivery of letters and parcel. (1×10=10 Marks)

IV. a) You are Hari a staff reporter at The Hindu. You have witnessed a severe road accident involving a Truck and a car. Write a report including details about number of people injured and extent of damage caused to the colliding vehicles.

OR

b) Write a paragraph in about 250 words on the topic 'good manners'. (1×10=10 Marks)

V. You saw an advertisement in a leading newspaper for the post of a legal assistant in a reputed a multinational company. Write a letter with resume applying for the job. (1×10=10 Marks)

VI. Write a precis of the following passage.

It is possible to score goals and lose the game. It is possible to win battles and lose the campaign. It is possible to make money and miss a fortune. The short sighted man suffers, no matter where he is found ; he may see some things with excessive clarity, but he fails to get the true perspective, which will enable him to arrive at wise conclusions. He gains one thing, but he loses something better.

This is a very common error. The student makes it when he forgets the life-goal in thinking of the medal or a scholarship. The saint forgets it when he thinks of today and forgets the greater tomorrow. The business man misses his way when chooses a present gain and forfeits ten times as much in the future. The youth makes such a mistake when he marries good looks and forgets the character which will be necessary to command his respect for forty years to come.

Man was made to think and unless he uses his brain he will stumble into no end of unseen morasses. There is future and it cannot be avoided ; and when it is reached, it cannot be changed, for we are just deciding what it shall be. We are our own destiny-makers. It is well to face the future with care and caution.

(1×10=10 Marks)