

Reg. No. :

Name :

**Fifth Semester Integrated (5 yr.) B.A. LL.B. Degree Examination,
Feb. 2015**

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**.

- a) What is meant by brevity of language ?
- b) What is the complimentary greeting of a business letter called ?
- c) What is an abstract ?
- d) What is plagiarism ?
- e) What is meant by ice breaking session ?
- f) Expand OHP. What is its advantage ?
- g) Suggest three ways to combat stage fright. **(5×2=10 Marks)**

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

- a) Explain the principles of effective writing.
- b) What are the different presentation skills required for effective advocacy ?
- c) Explain the importance of time management in academic presentation.
- d) What is a Resume ? What are the dos and donts of writing a Resume.
- e) What is a business letter ? How can it be made effective ?
- f) Explain different audio-visual aids available for academic presentation.
- g) Plan an outline to prepare an essay to remind the judges of their duties in democracy.
- h) What are the chief principles of power point presentation.
- i) Explain the etiquettes of group discussion. **(6×5=30 Marks)**



III. Your request to contribute a paper to the journal of the centre for South Asian Studies, New Delhi, has been accepted. You are required to submit an abstract of your paper entitled "Legality of Book Banning" by 26 Dec. 2013 and the complete paper by 15 January 2014 so that it may be considered for publication in the journal.

a) Prepare an abstract of your Journal.

OR

b) Write a reply to the Secretary, CFSAS, New Delhi informing that you will submit the complete paper by 15 Jan. 2014 but you need a week more to submit the abstract. **(1×10=10 Marks)**

IV. As a part of the Environment Day celebration, your college is conducting a seminar on "Nuclear Energy : A Boon or A Curse".

a) Write a report of the seminar in not less than 100 words for your college magazine.

OR

b) You are one of the presenters of the topic, "Nuclear Energy : A Boon or Curse" design the structure of your presentation so that it is logical, clear and complete within the time allotted. **(1×10=10 Marks)**

V. You came across an advertisement in Times of India 11 Dec. 2013, inviting applications for the position of Assistant Manager in a reputed multinational company. Prepare a resume and a covering letter applying for the job.

(1×10=10 Marks)

VI. Prepare a precise of the following passage.

Social networking sites are one of the best ways to stay connected with friends and family. They have changed the way people socialize. Rahul Kulkarni, Product Manager, Google India, Says "Being Socially connected to the world has a definite positive effect on your well-being" Namrata Aswani, PR consultant, says "I feel connected to the world-it's so far, yet so near. You can share photos and videos with a click, chat with your old friends and the happiness just follows. It is a relief from a boring day.



A recent study shows that social media is now our favourite online pastime, beating e-mail by a wide margin. According to research, if you have a supportive social network, you may add years to your life, says Dr. Harish Shetty, Mumbai-based psychiatrist. Friends provide emotional nourishment and tangible social support. The feeling of having access to some one during those dark hours accelerates hope. Hopelessness leads to loss of confidence. Good emotional contact causes networks to be built. Studies suggest that we need close relationships that involve understanding and care.

Social network seem to be the same as conventional networks but bigger and more casual. They may not match up to the physical presence of a friend but are reliable during those dark, depressing times.

(1×10=10 Marks)

- b) What is the effect of primary gradation of a sentence?
- c) What is alliteration?
- d) What is parallelism?
- e) What is meant by ice breaking session?
- f) Explain OHP. What is its advantage?
- g) Suggest three ways to submit stage report. (3×2=10 Marks)

- II. Answer any six of the following questions in about 100 words.
- a) Explain the principles of effective writing.
 - b) What are the most important presentation skills required for effective presentation?
 - c) Explain the importance of time management in academic presentation.
 - d) What is a Resume? What are the dos and don'ts of writing a Resume?
 - e) What is a business letter? How can it be made effective?
 - f) Explain different types of aids available for academic presentation.
 - g) Make an outline to prepare an essay on 'meaning and nature of duties in democracy'.
 - h) What are the basic principles of voter's duty?
 - i) Explain the significance of group discussion. (5×2=10 Marks)