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E – 3206

Reg. No. :

Name : ...*Harsh*...*Sharma*...

**Fifth Semester B.A. LL.B. (Five Year Integrated)
Degree Examination, July 2018
Paper – I : WRITING AND PRESENTATION SKILLS
(2013 Admn.)**

Time : 3 Hours

Max. Marks : 80

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

- a) Define an abstract.
- b) Describe the importance of thesis statement.
- c) Explain paraphrasing.
- d) What is an expository paragraph ?
- e) What is a rough draft ?
- f) What is meant by time management ?
- g) Define academic writing.

(5×2=10 Marks)

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

- a) Elaborate on the functional uses of writing.
- b) Define and explain the advantages of desktop publishing.
- c) Describe the different models of writing.
- d) What are the steps involved in note-making ?
- e) Detail the elements of a chronological resume.
- f) What are the different parts of a business letter ?
- g) Elaborate on the different types of paperless communication.
- h) What are the steps involved in finalizing a draft ?
- i) What are the advantages of using PPT in presentation ?

(6×5=30 Marks)

P.T.O.



III. a) Write a letter to the Principal of your college on the alarming increase of the use of tobacco among students in your campus.

OR

b) Write a letter to your friend giving an account of a striking accident that happened to you. (1×10=10)

IV. a) You are the Secretary of the Nature Club of your college. You have organized a seminar on the topic "Save Environment". Prepare a report of it for your college magazine.

OR

b) Write a paragraph in about 250 words on the topic "Knowledge is power". (1×10=10)

V. You saw an advertisement online inviting application for the post of legal consultants in a reputed MNC. Write a letter with resume applying for the job. (1×10=10)

VI. Write a précis of the following passage :

What is self-confidence ? It is a state of mind entirely sure of its own thoughts and actions whether right or wrong. Believe in yourself and in this belief you will grow more and more confidence in yourself. Surety invokes the approval of others, the needed encouragement to greater confidence. The most effective and beneficial influence towards this end is the understanding gained by experience of life so that you can see life in its true proportion and realize that it is not enough to be fine; one must be fitting and know that alone is the fittest who takes the least cognizance of what others opinion of him is. It is the fear of other opinion that binds and imprisons one, while it is fearlessness of that opinion that gives one one's freedom. If we desire that our life should make a fascinating appeal and be full of charm, we must have personality.

It is not a thing reserved for the gifted. It can be had by any who wills to have it. But the will must be strong enough to endure the most discouraging experiences, for nothing that is worth hearing can be gained with ease, and of all the goals in life, personality is the most difficult to gain precisely as it is the greatest prize to win. (1×10=10)
