

Reg. No. :

Name :

**Fifth Semester B.A. LL.B. (Five Year Integrated) Degree Examination,
July 2019**

Paper I : WRITING AND PRESENTATION SKILLS

(2013 Admn)

Time : 3 Hours

Max. Marks : 80

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

- (a) Define a synopsis.
- (b) Expand and explain CV.
- (c) What *are* the different parts of an essay?
- (d) Define non-verbal communication.
- (e) Name a few audio-visual aids used in presentations.
- (f) Differentiate between a formal and an informal letter.
- (g) What is a questionnaire?

(5 × 2 = 10 Marks)

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

- (a) What are the different types of survey questions?
- (b) Write on the features of a good précis.
- (c) How can one overcome stage fright?
- (d) What are the steps involved in note-making?

- (e) What do you mean by data collection? What are the different steps involved in data collection?
- (f) What are the different steps involved in writing process?
- (g) Discuss the creative uses of writing.
- (h) What are the methods involved in expanding an idea?
- (i) How will you prepare a seminar paper?

(6 × 5 = 30 Marks)

3. (a) Write a letter to the District Collector on the alarming increase in the rate of road accidents in your locality.

OR

- (b) You purchased a watch from www.watchesonline.com. The watch you received was damaged. Write a letter of complaint by e-mail asking for a replacement.

(1 × 10 = 10 Marks)

4. (a) As the Secretary of the Literary Club, you have organized a book exhibition. Prepare a report of it for a local newspaper.

OR

- (b) Write a paragraph in about 250 words on the topic 'art of condensation'.

(1 × 10 = 10 Marks)

5. Write a letter with resume to the Director of a Research Institute, applying for appointment as a Research Assistant.

(1 × 10=10 Marks)

6. Write a précis of the following passage:

Machines have, in fact, become the slaves of modern life. They do more and more work that human beings do not want to do themselves. Think for a moment of the extent to which machines do work for you. You wake, perhaps, to the hoot of a siren by a machine in a neighbouring factory. You wash in water brought to you by the aid of machinery, heated by machinery and placed in basins for your convenience by a machine. You eat your breakfast quickly cooked for you by machinery, go to school in machines made for saving leg labour. And if you are lucky to be in a very modern school, you enjoy cinema where a machine teaches you or you listen to lessons broadcast by one of the most wonderful machines. So dependent has man become on machines that a certain writer imagines a time when machines will have acquired a will of their own and become the master of men, doomed once more to slavery.

(1 × 10 = 10 Marks)
