



Reg. No. :

Name :

**Fifth Semester B.A.LL.B. (5 Year Integrated) Degree
Examination, March 2017
(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**.

- a) What happens when a professional overlooks the process of editing his/her first draft ?
- b) What are the advantages of email writing ?
- c) What are the functions of a business report ?
- d) What are the different stages in writing of an essay ?
- e) What is a 'synopsis' ?
- f) What is mapping method ?
- g) Mention different types of resume. **(5×2=10 Marks)**

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

- a) Explain the importance of body language.
- b) Elaborate the paralinguistic features of non-verbal communication.
- c) How will you prepare power point slides for presentations ?
- d) What are the major forms of condensation required and practiced by a professional ?
- e) What are the steps involved in the proof reading process of a document ?
- f) What are the differences between oral and written reports ?
- g) What are the important features of a selling resume ?
- h) Discuss different stages in essay writing.
- i) Mention some of the features of a 'paragraph'. **(6×5=30 Marks)**



III. a) Write an e-mail to the retailer from whom you purchased a TV, but its picture tube seems not functioning. Write him to get it changed.

OR

b) Write a letter to the editor of a newspaper complaining against the increasing nuisance of beggars in the city. **(1×10=10 Marks)**

IV. a) As a staff reporter of a leading daily, who witnessed a multiple collision a car, a bike and a tourist bus in a road accident, write a report.

OR

b) Write a paragraph in about 250 words on the topic 'the value of time'. **(1×10=10 Marks)**

V. There is an advertisement in the local newspaper for the post of legal consultant in a private bank. Write a letter with resume applying for the job.

(1×10=10 Marks)

VI. Write a précis of the following passage :

Disarmament assumes a very special importance for us, overriding all other issues. For many years past, there have been talks on disarmament and some progress has undoubtedly been made in, so far as the plans and proposals are concerned. Still, we find that the race for armaments continues, as also the efforts to invent ever more powerful engines of destruction. If even a small part of these efforts was directed to the search for peace, probably the problem of disarmament would have been solved by this time. Apart from the moral imperative of peace, every practical consideration leads us to that conclusion. The choice today in this nuclear age, is one of utter annihilation and destruction of civilization or some way to have peaceful co-existence between nations. There is no middle way. If war is an abomination and an ultimate crime which as to be avoided, we must fashion our minds and policies accordingly. In order to achieve peace, we have to develop, a climate of peace and tolerance and to avoid speech and action which tend to increase fear and hatred. It may not be possible to reach full disarmament in one step, though every step should be conditioned to that end. Much ground has already been covered in the discussion on disarmament. But the sands of time run out and we dare not play about with this issue or delay its consideration. This, indeed is the main duty of United Nations today if it fails in this, the United Nations fails in its main purpose. **(1×10=10 Marks)**