

Reg. No. :

Name :

**Fifth Semester B.A. LL.B. (Five Year Integrated) Degree Examination,
June 2025**

Paper I – WRITING AND PRESENTATION SKILLS

(2013 – 2019 Admission)

Time : 3 Hours

Max. Marks : 80

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

- (a) What are academic sources?
- (b) What is creative writing?
- (c) What do you mean by keyboard skills?
- (d) What is a precis?
- (e) Cover letter.
- (f) Top editing.
- (g) What is paraphrasing?

(5 × 2 = 10 Marks)

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

- (a) What must be the contents of a resume?
- (b) Things to remember when writing an e-mail.
- (c) How does a computer aid academic writing?
- (d) What is the importance of the title?

P.T.O.

- (e) How will you prepare a questionnaire?
- (f) Why does a company conduct a group discussion as part of the selection process?
- (g) Significance of rewriting.
- (h) Presentation strategy.
- (i) Uses of PowerPoint presentation.

(6 × 5 = 30 Marks)

III. (a) Write a letter to the Minister for Forests drawing attention to the huge crop loss caused by wild animals in several parts of the state.

OR

(b) Write a letter to the editor of a newspaper drawing attention to the unjustifiably high emoluments and allowances drawn by political leaders in various capacities.

(1 × 10 = 10 Marks)

IV. (a) Write a report for the newspaper about the medical camp organized by your club.

OR

(b) You are going to present a paper on the demerits of campus politics in a seminar. Design the fifteen-minute presentation.

(1 × 10 = 10 Marks)

V. There is the vacancy of a sales executive in a major home appliance company in Mumbai. Write a letter to them applying for the job and your resume.

(1 × 10 = 10 Marks)

VI. Prepare a precis of the following passage:

The downside with fossil fuels is that they are limited and cannot be formed within a human's lifetime. Moreover, we are not completely aware of the level of heat and pressure they were exposed to.

The first commercial oil well came into existence only in the eighteenth century. But since then, we humans have exploited the energy-rich fuels. It has turned the fortunes of nations within a short span of time. Today eighty per cent of our energy needs are met by fossil fuels only.

Though we continue to discover more resources, they are limited, and we cannot be dependent on them forever. Another major drawback of fossil fuels is the release of carbon dioxide upon their combustion. This carbon dioxide is the main contributing factor to global warming.

Therefore, we need to look for alternative sources of energy in order to combat global warming and reduce our dependence on fossil fuels.

(1 × 10 = 10 Marks)