

Reg. No. :

Name :

**Fifth Semester B.A. LL.B. (Five Year Integrated) Degree Examination,
May 2023**

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 the unconscious gestures in non-verbal communication?
- (b) What is the advantage of editing?
- (c) What is a business report?
- (d) What is an argumentative essay?
- (e) What is a topic sentence?
- (f) Define a précis.
- (g) What happens when a professional overlooks the process of editing his/her first draft?

(5 × 2 = 10 Marks)

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

- (a) What are the guiding principles for composition of E-mail writing?
- (b) What are the objectives of a sales letter?

P.T.O.

- (c) Describe the reasons for note making and note taking.
- (d) What are the elements of body language?
- (e) How will you prepare power point slides for presentations?
- (f) What are the major forms of condensation required and practiced by a professional?
- (g) Mention some of the features of a 'paragraph'.
- (h) Discuss silent features and significance of reports.
- (i) What are memo reports? Explain with example.

(6 × 5 = 30 Marks)

- III. (a) Write an E-mail to the Police Commissioner (Traffic) about the inadequate parking facility in your city.

Or

- (b) Write a letter to the Editor of a Daily, about the misuse and poor maintenance of public park in your area.

(1 × 10 = 10 Marks)

- IV. (a) You are Mr. Ashok you have seen a student demonstration in your college. Write a report for the Newspaper.

Or

- (b) Write a paragraph in about 250 words on the topic 'the fruits of labour are sweeter than the gifts of fortune'.

(1 × 10 = 10 Marks)

- V. You saw an advertisement in a leading daily inviting application for the post of a legal consultant in a multinational oil company. Write a letter with resume applying for the job.

(1 × 10 = 10 Marks)

VI. Write a précis of the following passage

How many apparent defeats, enthusiasm has transformed into victories? It is one of the most vital elements in all success, but in the sphere of religious activity, its value cannot be over estimated. Nevertheless, it must be admitted, that enthusiasm is not something that can always be had merely for the asking.

In the first place, to be effective, enthusiasm must be genuine. Simulated enthusiasm is a weak, vapid, dull thing that soon dies. People do not become enthusiastic merely by wanting to be. It is not something that can be trust upon others at will. Nothing could be more ridiculous than for someone to rise before a large gathering and say, "I moved them all and they became enthusiastic". Enthusiasm is not necessarily a noise or shouting or even feverish activity. These may be, and sometimes are, manifestations of its presence, but not necessarily so. Often, indeed, such symptoms are merely spurious imitations and as far from the genuine articles as the counterfeit money from the real money.

All genuine, lasting enthusiasm must be built upon knowledge. This is the true fountain from which it bubbles up, and nothing will take its place. People cannot be lastingly enthusiastic about that of which they know nothing.

(1 × 10 = 10 Marks)