

Reg. No. : .....

Name : .....

**Fifth Semester B.A. LL.B. (Five Year Integrated) Degree  
Examination, June 2024**

**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 is academic writing?
- (b) Peer-reviewed journals
- (c) What is referencing?
- (d) Word processing
- (e) What is a questionnaire?
- (f) Proofreading
- (g) Line editing

**(5 × 2 = 10 Marks)**

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

- (a) How do we write a good precis?
- (b) What should the cover letter for a job application say?
- (c) How is report writing done correctly?

P.T.O.

- (d) Process of paragraph writing
- (e) What is the purpose of group discussion?
- (f) How will you design an online survey?
- (g) Importance of a good introduction
- (h) How can we design a good academic presentation?
- (i) Which are the mistakes associated with Power Point presentations?

**(6 × 5 = 30 Marks)**

- III. (a) Write a letter to the Vice Chancellor complaining against the undue delay in the publication of results and specifying the difficulties it causes.

OR

- (b) Write a letter to the Corporation Mayor drawing attention to the flooded roads in every rainy season.

**(1 × 10 = 10 Marks)**

- IV. (a) Prepare a report of the activities of the Nature Club of your college as the student coordinator.

OR

- (b) Prepare a presentation for half an hour on water pollution in Kerala for a seminar on Environmental Conservation.

**(1 × 10 = 10 Marks)**

- V. A reputed firm is looking for a personnel manager. Prepare a job application and your resume.

**(1 × 10 = 10 Marks)**

VI. Prepare a precis of the following passage:

A sanctuary may be defined as a place where Man is passive and the rest of Nature active. Till quite recently Nature had her own sanctuaries, where man either did not go at all or only as a tool-using animal in comparatively small numbers. But now, in this machinery age, there is no place left where man cannot go with overwhelming forces at his command. He can strangle to death all the nobler wild life in the world today. Tomorrow he certainly will have done so, unless he exercises due foresight and self-control in the meantime.

There is not the slightest doubt that birds and mammals are now being killed off much faster than they can breed. And it is always the largest and noblest forms of life that suffer most. The whales and elephants, lions and eagles, go. The rats and flies, and all mean parasites, remain. This is inevitable in certain cases. But it is wanton killing off that I am speaking of tonight. Civilized man begins by destroying the very forms of wild life he learns to appreciate most when he becomes still more civilized. The obvious remedy is to begin conservation at an earlier stage, when it is easier and better in every way, by enforcing laws for close seasons, game preserves, the selective protection of certain species, and sanctuaries.

(1 × 10 = 10 Marks)