

SCHEME OF EVALUATION

FIRST DEGREE PROGRAMME (CBCS System)

SEMESTER III

2013 admissions onwards

Language Course IV for B.Com: EN 1311.2

WRITING AND PRESENTATION SKILLS

The examination contains four types of questions:

I. Very short answer type.

10 questions.

Questions 1-5 intended to test the students' ability to spot grammatical errors and questions 6-10, to test the students' knowledge of synonyms of common words.

Mark distribution: 10 x 1 = 10 marks

II. Short answers

8 questions out of 12 from all the four Modules

Each question to be answered in a short paragraph not exceeding 50 words

The questions are meant to examine students' understanding of writing and presentation skills. There will be ten questions on writing skills and two questions on presentation skills.

Mark distribution: 8 x 2 = 16 marks

III. Short essays or paragraphs

6 questions out of 9 from all the four Modules.

Each question to be answered in a paragraph not exceeding 100 words.

The questions will cover the following topics:

1. One personal/business letter.
2. One pre'cis.
3. One dialogue writing.
4. Survey questionnaire.
5. Newspaper Report writing.
6. Writing an email
7. One question testing the theoretical knowledge on any of the writing models.
8. Two questions on presentation skills to check the theoretical knowledge.

Mark distribution: 6 x 4 = 24 marks

IV. Long essays.

2 questions out of 4 from all the three/four Modules.

Each question to be answered in about 3 pages.

The questions will cover the following areas/topics:

1. A topic of general nature for writing an essay in about 300 words.
2. A topic of general nature for writing a report in about 300 words.
3. One topic of general nature and interest for the students to create content for 15-20 slides in crisp language and proper sequence for Power Point Presentation.
4. Preparation of a CV with the cover letter.

Mark distribution: 2 x 15 = 30 marks

NB:

The questions are intended to check spelling grammar, plan and coherence and above all the individual/distinctive writing style.

Focus should be more on manner than on matter.

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WRITING AND PRESENTATION SKILLS

Model Question Paper

Time: Three hours

Maximum Marks: 80

I. Answer all questions.

A. Rewrite the following sentences, correcting the errors if any.

1. Twenty miles are really a long distance to walk.
2. We will discuss the matter when you will come tomorrow.
3. Study hard lest you will fail.
4. For a whole week Loretta came to class on everyday with her hair a different colour.
5. I am having two cars.

B. Write one synonym each for the following words.

6. Courteous
7. Abundant
8. Magnanimous
9. Authentic
10. Beautiful

(10 x 1 = 10 marks)

II. Answer any eight, each in a short paragraph not exceeding 50 words

11. What is the difference between a précis and a summary?
12. What is a memo report?
13. Write any two points that should be kept in mind while preparing slides for a presentation.
14. Name any four types of business letters.
15. Write four important differences between spoken and written communication?
16. What are the mechanics of writing?
17. What is the difference between formal letters and informal letters?
18. Briefly mention the advantages of editing a text.
19. What is the etiquette regarding forwarding emails?
20. What is the role of non-verbal communication in professional presentations?
21. Give two examples of complimentary closes used in formal letters.
22. What are the features of a functional resume?

(8 x 2 = 16 marks)

III. Answer any six, each in a paragraph not exceeding 100 words

23. Write a letter to your friend abroad highlighting the tourist centres of your district.

24. Write a pre'cis of the following passage reducing it to one third of its length.

Though Tagore was essentially a poet, he was more than a mere poet as Gandhi was more than a mere politician. His genius enriched whatever it touched. Like the sun after which he was named (Rabi means the Sun) he shed light and warmth on his age, vitalised the mental and moral soil of his land, revealed unknown horizons of thought and spanned the arch that divides the East from the West. The vitality of his genius is truly amazing. No less amazing are the variety and beauty of the literary forms he created. He gave to his people in one life time what other peoples have taken centuries to evolve – a language capable of expressing the finest modulations of thought and feeling, a literature worthy to be taught in any university in the world. There was no field of literary activity which was not explored and enriched by his daring adventures, and many of these were virgin fields in Bengali which his hands were the first to stir into fruitfulness. He is one of the world's five writers whose works withstand the challenge of the severest tests of modern times.

25. Anishi's parents are working abroad. Anish is working in Bangalore. Now they discuss where to settle down. Write a conversation among them in about 80 words.

26. Prepare a questionnaire for conducting a survey on the rising number of suicides in your locality.

27. You are the reporter of 'The Hindu'. Prepare a report of the flower show recently conducted by the horticultural society in your Panchayath.

28. What are the 'dos and don'ts' one should keep in mind while composing an email?

29. How will you manage your stage fright during a presentation?

30. What are the common pitfalls encountered while making group presentations?

31. Write an email to your boss congratulating him on being promoted.

(6 x 4 = 24 marks)

IV. Answer any two, each in about three hundred words:

32. Write an essay on "Corruption in Government" in about 300 words.

33. You are the Secretary of the Music Club of your college. Prepare a report to be submitted to your Principal, apprising him of the activities of the Club.

34. Create content for 15 – 20 slides on "The Festival of Onam".

35. Your name is Karthik and you are a Postgraduate degree holder. You are applying for the post of Marketing Manager in a textile company. Prepare a CV and a covering letter that you will send to your prospective employer.

(2 x 15 = 30 marks)