QP CODE: 21100402

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Reg No : .....

Name : .....

B.Voc Degree Examination, FEBRUARY 2021

Second Semester

BOCG201 - WRITING AND PRESENTATION SKILLS IN ENGLISH

Common for all B.Voc Programmes

2018 Admission Onwards

E8C7762D

Time: 3 Hours Max. Marks : 80

Part A

*Answer any **ten** questions.*

Each question carries 2 marks.

1. What do you mean by a quotation order?
2. Difference between grievances and reddressal.
3. What do you mean by a Power of Attorney?
4. What are the contents of references in a seminar paper?
5. What are the contents of an official notice?
6. Why is it said that you do not procrastinate while you are filling an application form?
7. What do you mean by communication?
8. What do you mean by persuasion in a presentation?
9. How does body language become an indicator of one's character?
10. What do you mean by physical barriers in a communication?
11. What are the rules of grammar and spelling while you are writing an effective E-mails?
12. What should a blog contain?

(10×2=20)

Part B

*Answer any **six** questions.*

Each question carries 5 marks.

13. How can we prepare power of attorney for partnership?
14. What is the purpose of writing an editorial letter?

15. How many parts are there in a business letter?

16. Why is it important to write a follow up letter?

17. What is the purpose of writing a recommendation letter?

18. Explain the strategies for writing a description.

19. How to choose appropriate medium for communication?

20. Which are the main barriers of communication channels?

21. What are the major social media ettiquette?

(6×5=30)

Part C

Answer any two questions.

Each question carries 15 marks.

22. Prepare a resume along with a covering letter to apply for the post of Assistant Professor in SKY College of Management Studies.

23. What are Minutes? Draft a minute for the staff council meeting conducted in your organisation.

24. Elaborate on Paralanguage Channels.

25. Write an essay on the role played by professional networking online media in enhancing the career opportunities of the youth.

(2×15=30)