22102492

QP CODE: 22102492

Reg No : .....

Name : .....

B.VOC DEGREE REGULAR / IMPROVEMENT / REAPPEARANCE EXAMINATIONS, JUNE 2022

Second Semester

BOCG201 - WRITING AND PRESENTATION SKILLS IN ENGLISH

Common for all B.Voc Degree Programmes

2018 Admission Onwards

D3504D37

Time: 3 Hours

Max. Marks : 80

Part A

*Answer any **ten** questions.*

*Each question carries **2** marks.*

1. What is the purpose of writing an editorial letter?
2. What do you mean by a quotation order?
3. Difference between greviances and reddressal.
4. Define a collection letter.
5. What do you mean by a Power of Attorney.
6. Define an abstract.
7. What are the salient features of a report?
8. Explain in detail the soft skills for an academic presentation?
9. What are the various types of kinesics?
10. How do you establish effective communication?
11. Why would we use an email?
12. What should a blog contain?

(10×2=20)

Part B

*Answer any **six** questions.*

*Each question carries **5** marks.*

13. Difference between a formal letter and informal letter.
14. Differentiate between business letter and business enquiry letter.
15. What is the purpose of writing a recommendation letter?
16. Explain the necessary aspects of filling an application form .
17. What are the different types of essays?. Explain.
18. What are the features of a Group Discussion?
19. Which are the main paralanguages for communication?
20. What are the online netiquette ?
21. Explain the various online networks.

(6×5=30)

Part C

*Answer any **two** questions.*

*Each question carries **15** marks.*

22. Explain how one could make his/her resume more appealing.
23. You are about to resign as a Sales Executive in Ghadha Aluminium. Write a two week notice to your manager intimating him/ her about your decision.
24. Explain the role of clarity, brevity, interaction and persuasion while delivering a presentation.
25. What do you know of the barriers to communication? How can you overcome the barriers?

(2×15=30)