QP CODE: 24022881

Reg No : .....

Name : .....

B.VOC DEGREE REGULAR / IMPROVEMENT / REAPPEARANCE EXAMINATIONS, JUNE 2024

Second Semester

BOCG201 - WRITING AND PRESENTATION SKILLS IN ENGLISH

Common for all B.Voc Degree Programmes

2018 Admission Onwards

A286671A

Time: 3 Hours Max. Marks : 80

Part A

*Answer any **ten** questions.*

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

1. How can a quotation order be executed?
2. What does the term grievance reddressal indicate?
3. What is a sales letter?
4. Why would a person need a Power of Attorney?
5. What do you mean by a letter of employment?
6. What is the purpose of the summer project proposal?
7. Define a notice.
8. Is repetition a good idea in effective communication?
9. What are some examples of body language?
10. What are the barriers of communication?
11. What is a blog?. Give examples.
12. What are the four types of networks?

(10×2=20)

Part B

*Answer any **six** questions.*

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

13. How can we write an effective letter to the editor ?

14. What is the purpose of writing a covering letter?

15. What are the types of an enquiry letter?

16. Explain the necessary aspects of filling an application form .

17. What are argumentative essays?

18. What do you mean by the medium of communication?

19. Explain the principles of effective communication.

20. Explain the rules we have to keep while we are sending an email.

21. Explain the main social media etiquette.

(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. Explain Agenda with a sample draft.

24. Explain the role of clarity, brevity, interaction and persuasion while delivering a presentation.

25. Elaborate on Paralanguage Channels.

(2×15=30)