21101422

QP CODE: 21101422

Reg No : .....

Name : .....

B.Voc Degree Examinations, JUNE 2021

Second Semester

BOCG201 - WRITING AND PRESENTATION SKILLS IN ENGLISH

Common for all B.Voc Degree Programmes

2019 Admission Onwards

656B5885

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. How can a quotation order be executed?
3. What does the term grievance reddressal indicate?
4. Define a collection letter.
5. Why would a person need a Power of Attorney?
6. Define a report.Give an example.
7. Explain the characteristics of a narrative essay.
8. How can you overcome nervousness in a presentation?
9. What are the things includes in a paralanguage?
10. What are the barriers of communication?
11. What is a blog?. Give examples.
12. What are the dos and don'ts in social media?

(10×2=20)

Part B

*Answer any **six** questions.*

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

13. What is meant by references in a formal letter?
14. What are the types of an enquiry letter?
15. What is the purpose of writing a recommendation letter?
16. Explain the term notice . Illustrate with an example .
17. Explain the rules to be followed while filling an application form.
18. Communication is a two- way process. Explain
19. Write a note on Kinesics .
20. Explain the rules of writing an email
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. Explain the functions and formats of Project Reports.
24. Explain the following: a) Flip Charts b)OHP c) Power Point Projection.
25. Explain the Principles of Effective Communication.

(2×15=30)