



25026337

QP CODE: 25026337

Reg No : .....

Name : .....

**B.VOC DEGREE REGULAR / IMPROVEMENT / REAPPEARANCE EXAMINATIONS,  
MAY 2025**

**Second Semester**

**BOCG201 - WRITING AND PRESENTATION SKILLS IN ENGLISH**

Common for all B.Voc Degree Programmes

2018 Admission Onwards

51360519

Time: 3 Hours

Max. Marks : 80

**Part A**

*Answer any **ten** questions.*

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

1. What is the clear opening of an editorial letter?
2. How can a quotation order be executed?
3. Difference between grievances and redressal.
4. What is a sales letter?
5. Why would a person need a Power of Attorney?
6. What is the definition of a seminar according to L D O C E?
7. Explain the guidelines for writing argument.
8. Why is it suggested that your presentation needs to be crisp so as to be effective?
9. What do you mean by proxemics? Give examples.
10. What is paralanguage?
11. What are the rules of grammar and spelling while you are writing an effective E-mails?
12. What are the proper means of using language In a social media?

(10×2=20)

**Part B**

*Answer any **six** questions.*

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



13. What is the purpose of writing an editorial letter?
14. How many parts are there in a business 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. Suggest some ways to ensure a clear presentation.
19. Explain the principles of effective communication.
20. What are the points to be keep in mind while writing a Blog ?
21. Explain the various online networks.

(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. Explain the following: a. Flip Charts, b. OHP, c. Power Point Projection.
25. What do you know of the barriers to communication? How can you overcome the barriers?

(2×15=30)