

Certificate in Communication Skills

Term End Examination

December 2016

CCS-03: Writing Skills

Time: 3 Hours

Maximum Marks: 100

(Weightage: 75%)

Note: (i) There are three sections A, B and C.
(ii) Attempt three questions from Section A and three questions from Section B.
Question 9 under Section C is compulsory.
Figures on the right hand margin indicate marks.

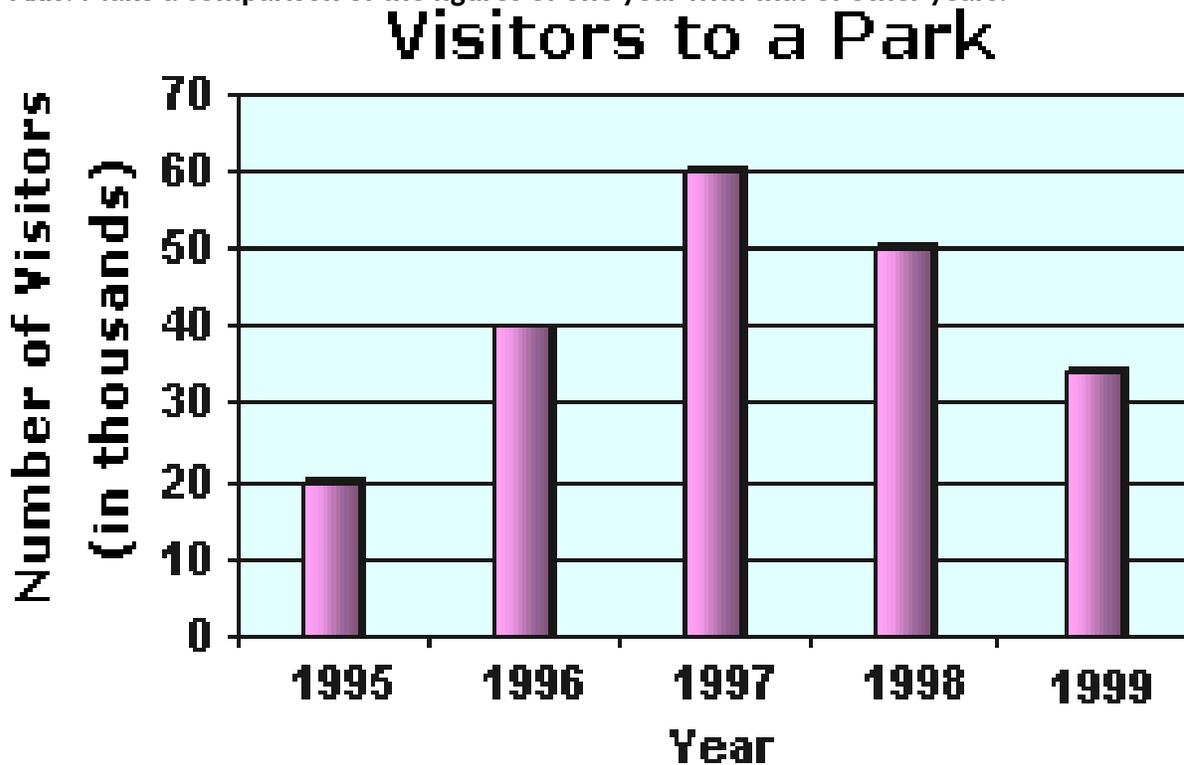
Section-A

Answer any three questions.

[20X3=60]

1. Arrange the following sentences in the form of a paragraph. Use cohesive devices wherever required. Give a suitable title to the paragraph.
 - a. The oldest person in the world was a vegetarian - living until 117 years!
 - b. Vegetarians grow taller and have higher IQs than their classmates.
 - c. Meat-eaters are nine times more likely to be obese than vegetarians.
 - d. There's a bonus also to becoming a vegetarian - you live longer on average six to ten years!
 - e. They are also at a lower risk for heart diseases, diabetes, and obesity.
 - f. Even older people who switch to a vegetarian diet can prevent and even reverse chronic mental diseases!
 - g. Vegetarians have stronger immune systems than their meat-eating friends, making them less vulnerable to everyday illnesses such as colds, and flues.
 - h. Animal products clog your arteries, zap your energy and slow down your immune system.
 - i. More than fifteen million people in the United States of America are vegetarians.
 - j. The consumption of eating meat, dairy, and eggs have been strongly linked to Alzheimer's disease, and asthma.

2. Describe the following bar-graph in terms of the items mentioned along the X-axis and Y-Axis. Make a comparison of the figures of one year with that of other years.



3. Summarize the following passage in about 150 words. Give a suitable title to the passage.

With the invention of televisions, many forms of entertainments have been replaced. Lively programs like television serials and world news, have removed from us the need to read books or papers, to listen to radios or even to watch movies. In fact, during the 1970s, when televisions were first introduced, cinema theatres suffered great losses as many people chose to stay in the comforts of their homes to watch their favorite programs.

Indeed, the television brings the world into our house. Hence, by staying at home and pressing some buttons world happenings are immediately presented before us. Children nowadays develop faster in language, owing to the early exposure to television programs. At such tender age, it would be difficult for them to read books or papers. Thus, television programs are a good source of learning for them. Furthermore, pronunciations by the newscasters, actors or actresses are usually standardized, hence young children watching these programs will learn the 'right' pronunciations too. Owning a television is also extremely beneficial to working parents who are usually too busy or tired to take their kids out for entertainments. Surrounded by the comforts of their home, the family can have a chance to get together and watch their favorite television programs.

Of course, we should not be too carried away by the advantages of the television and overlook its negative points. Watching television programs takes away our need to read. Why bother to

read the papers when we can hear them from the television news reports? Why read books when exciting movies are screened? The lack of reading is unhealthy especially to younger children as they will grow up only with the ability to speak but not write. I have a neighbor whose six-year-old child can say complete sentences like "I like cats," but when told to write out the sentence, is unable to do so. Not only are the writing skills of children affected, their thinking capacities are also handicapped. Television programs remove the need to think. The stories, ideas and facts are woven in the way television planners wanted. Exposure to such opinions and the lack of thinking opportunities will hinder the children's analyzing ability.

Despite the disadvantages of watching television programs, personally, I think that choosing the 'middle path', which is to do selective television viewing and not over indulging in the habit should be the best solution to reconcile both the merits and demerits of owning a television.

4. Make notes of the passage given above for summarizing. You may use symbols and abbreviations to indicate what you want to say.

Section B

Answer any three of the following questions.

[10X3=30]

5. You have to attend an interview for the post of a Manager day after tomorrow but you cannot move as your mother is critically ill. Write an e-mail to the Officer in Charge of Recruitment to allow you another day for the interview.
6. Your brother has lost his mobile while buying grocery in the market. He wants to file a complaint with the Local Police Station about the missing phone. Draft a letter for him.
7. Write a paragraph on any one of the following in about 250 words.
 - (a) An Interesting Story
 - (b) Giving alms to beggars
 - (c) A winter morning
8. Suppose you are a member of a youth club. You have been given the responsibility to organize a health awareness camp for the villagers in your neighborhood. Prepare a notice for the same inviting people to attend the camp in large numbers and make the camp a success.

Section C

9. Find out the main idea and supporting ideas in the following passages.

[5X2=10]

- (a) Oceans and lakes have much in common, but they are also quite different. Both are bodies of water, but oceans are very large bodies of salt water, while lakes are much smaller bodies of fresh water. Lakes are usually surrounded by land, while oceans are what surround continents. Both have plants and animals living in them. The ocean is home to the largest animals on the planet, whereas lakes support much smaller forms of life. When it is time for a vacation, both will make a great place to visit and enjoy

(b) Last week we installed a kitty door so that our cat could come and go as she pleases. Unfortunately, we ran into a problem. Our cat was afraid to use the kitty door. We tried pushing her through, and that caused her to be even more afraid. The kitty door was dark, and she couldn't see what was on the other side. The first step we took in solving this problem was taping the kitty door open. After a couple of days, she was confidently coming and going through the open door. However, when we removed the tape and closed the door, once again, she would not go through. They say you catch more bees with honey, so we decided to use food as bait. We would sit next to the kitty door with a can of wet food and click the top of the can. When kitty came through the closed door, we would open the can and feed her. It took five days of doing this to make her unafraid of using the kitty door. Now we have just one last problem; our kitty controls our lives!