

19. What is the role of minutes in any organization?  
Provide a model for the same.
20. Prepare a check list by way of ensuring a good  
preparation for presentation.
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**S.No. 6818**

**16 ANMEEN 1**

(For candidates admitted from 2016-2017 onwards)

U.G. DEGREE EXAMINATION, NOVEMBER 2022.

Part IV — English — Non Major Elective

**PRESENTATION SKILLS**

Time : Three hours

Maximum : 75 marks

**PART A — (10 × 2 = 20)**

Answer ALL questions.

1. What is motivation?
2. What is meant by active listening?
3. How do you define a syllable?
4. What is the role of stress in connected speech?
5. What do you understand by non-verbal communication?
6. When does one find skimming useful in reading?
7. Justify the use of audio-visual aids in presentation.



8. Mention any two ways by which a person can avoid being nervous before addressing a gathering.
9. What do you think are the qualities needed for good reading?
10. What is the significance of language in communication?

PART B — (5 × 5 = 25)

Answer ALL questions.

Choosing either (a) or (b) in each.

11. (a) What are the ways by which the speaker can capture the attention of the audience?

Or

- (b) What is the role of body language in communication?

12. (a) Write a paragraph on Big Picture.

Or

- (b) What are the different kinds of reports? What kind of style is to be used in a report?

13. (a) Write a short note on the importance of voice modulation during presentation.

Or

- (b) What are the salient features of a presentation?

14. (a) What care should be taken by a presenter before making a presentation?

Or

- (b) Do the audience play an important role in deciding the nature of a presentation? Give reasons.

15. (a) Comment on a few things that should be avoided in presentation.

Or

- (b) How can a presenter influence the audience? Write about the importance of listening.

PART C — (3 × 10 = 30)

Answer any THREE questions.

16. Write an essay on the purpose, structure and effectiveness of presentation.
17. What could be the ideal format of a report? Highlight the salient features of report writing.
18. Does technology help in improving the quality of presentations? Give your reasons.