

18. Account for the use of visual aids in a presentation.
 19. Elaborate on the various ways of reducing anxiety.
 20. Summarise the ideas offered by Roz Townsends to be a successful presenter.
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S.No. 1170

12UENS04

(For the candidates admitted from 2012–2013 onwards)

B.A. DEGREE EXAMINATION, NOVEMBER 2017.

Fourth Semester

English Literature

PRESENTATION SKILLS

Time : Three hours

Maximum : 75 marks

SECTION A — (10 × 2 = 20 marks)

Answer the following questions in about
30 words each.

1. What should a presenter do if there is anything unusual about them self?
2. When does the audience get automatically promoted?
3. State the reasons why B .F. Skinner's story is a brilliant one.
4. How to maintain a good relationship with the audience?

5. What is the significance of a mind map?
6. When should a data projector be used?
7. How can workshops be made effective?
8. Mention the important issues for a good presentation.
9. What is meant by Tautology?
10. What is Gunning Fog Index?

SECTION B — (5 × 5 = 25 marks)

Answer the following questions in about 100 words each.

11. (a) Explain the importance of motivation to interest the audience.

Or

- (b) What are the questions that a presenter should have in mind about his appearance?

12. (a) How can feedbacks be given and received?

Or

- (b) Give a short account on Active Listening.

13. (a) Enumerate on the ways of how a presentation can be ordered.

Or

- (b) Explain mind mapping and ways to draw it.

14. (a) Write a sample agenda.

Or

- (b) How should a conference report be written?

15. (a) Give a brief account of how a writer can get to the point quickly.

Or

- (b) Prepare a sample checklist for a presenter.

SECTION C — (3 × 10 = 30 marks)

Answer the following questions in about 200 words each.

16. Explain the ways on how a presenter can gain the audience attention.
17. "Presentation Planning is essential" - Discuss.