

Second Semester
Part III – Foundation course
Communication and soft skills (CSS) – I

Model Question Paper

Time: Two hours

Max Marks:50

Unit – I

1. a. Answer the following as directed: [5X1=5]
- i. Students should go regular _____ to college.
(Supply Suffix to the underlined word)
 - ii. My sister is suffering from health _____
(Supply prefix to the underlined word)
 - iii. One should be honest (identify the grammatical form of honest).
 - iv. One who looks on the bright side of things _____ (give one word substitution)
 - v. Choose the right option
 - a) Will you help me _____ the ~~cho~~ose? (grate/great).
 - b) He always has a good _____ to tell (tail/tale).
- b. i) Give synonyms for: [2]
a) suffering b) counsel c) repose d) sanction
- ii) Give Antonyms for: [2]
a) barren b) famous c) knowledge d) quote
- iii) Write the meaning of the idiomatic expression in the given sentence: [1]
What he says is Greek and Latin to me.

Unit - II

2. Fill in the blanks with the correct form of the verbs given in brackets [10X1=10]
- i) One of my friends _____ (stay) in U.K.
 - ii) The poet and novelist _____ (be) dead.
 - iii) One of my books _____ (be) missing.
 - iv) A cold wind _____ last night (blow).
 - v) A I _____ to college, I lost my pen (go).
 - vi) I _____ English for the last two years (learn).
 - vii) He generally _____ very well but today he _____ very badly (play).
 - viii) The scholar and the poet _____ dead (be).
 - ix) No news _____ good news (be).

UNIT - III

3. a) Make sentence with the following models: [5X1=5]
i) can ii) should iii) must iv) could v) may

b) Fill in the blanks with articles or prepositions wherever necessary. [5X1=5]

- a. He is ____ bravest man I Know.
- b. We have not seen him _____ Monday.
- c. When do you go back to _____ Hyderabad.
- d. _____ an World is not worth living in, because men are so bad.
- e. He doesn't want to sit _____ all those girls.

UNIT - IV

4. Answer the following questions: [2X5=10]

- i) What are the barrier to effective listening?
- ii) What is the importance of active listening? Give examples.

UNIT - V

5. Briefly ^{write on} any ONE of the following: [1X5=5]

- 1) What are the two different strategies for speed reading? Explain?
- 2) Write briefly about intensive and extensive reading?

UNIT - VI

6. Read the following paragraph and answer the questions that follows: [5X1=5]

The great advantage of early rising is that one can start one's work long before others. The early riser has done a large amount of hard work before other men have got out of bed. Early in the morning the mind is fresh and no sounds or noises disturb our attention. The work done at that time is generally well done. Also one finds time to take some exercise in the fresh morning air. Exercise supplies him with a good deal of energy that enables him to work hard until the evening. By beginning so early, he knows that he has plenty of time to do his work thoroughly. He does not have to hurry over any part of his work. He gets to sleep long before midnight. At that time sleep is most refreshing.

After a night's sound rest, he rises early next morning in good health ready for the labour of a new day.

- a. What advantage does an early riser have over others?
- b. Why should one take exercise in the morning and begin one's work so early?
- c. What are the uses of going to sleep long before midnight?
- d. Which word in the passage mean 'benefits'?
- e. What is the noun form of 'disturb'?

BOS Chairperson
in English (UG)

D. Krishna Kumari

(D. Krishna Kumari)

Fourth Semester
(Under CBCS)

Part - III - Foundation Course - 7

COMMUNICATION SKILLS AND SOFT SKILLS

Model Question Paper

Time: 2 hrs

Max Marks:50

Unit - I

1. Answer any three questions in about 150 words each: [3X5=15]
 - a) What are the advantages of thinking positive? Write with reference to the story given.

CBCS/SEMISTER SYSTEM
Second Year – First Semester (Third Semester)
Foundation Course – VI
Communication Skills and Soft Skills

Model Question Paper

Time: Three hrs.

Max Marks: 50

1. Write the spelling of the following Phonemic sounds transcription [5X1=5]
 - a. /deɪ/
 - b. /æŋθəm/
 - c. /mʌnθ/
 - d. /tʌɪgər/
 - e. /ʃvə/

2. Transcribe the following words: [5X1=5]
 - a. thick
 - b. father
 - c. break
 - d. read
 - e. care

3. Mark the stress for the following words: [5X1=5]
 - a. alone
 - b. democracy
 - c. collector
 - d. nation
 - e. perform

4. Identify the number of syllables in the following words. Write the syllables with dot [5X1=5]
 - a) confident c) basic e) water
 - b) demand d) student

5. Write an imaginary conversation between a student and a librarian [5]

6. Write a paragraph of 75 words highlighting the importance of being punctual in life [5]

7. Answer any **TWO** of the following questions: [2X5=10]
 - a) Match the words in column A with their meanings in Column B
 - i) Archaeologist a) one who studies rocks and soils.
 - ii) Dentist b) one who deals in flowers
 - iii) Florist c) one who studies the past through objects left behind
 - iv) Geologist d) one who attends to the diseases of the eye
 - v) Oculist e) one who attends to the teeth.

- b) Prepare 5 debates points for the topic, "The media is responsible for violence in society."
 c) How does punctuation marks help in writing to make your meaning clear to the readers.

8. Choose the correct spelling in each case

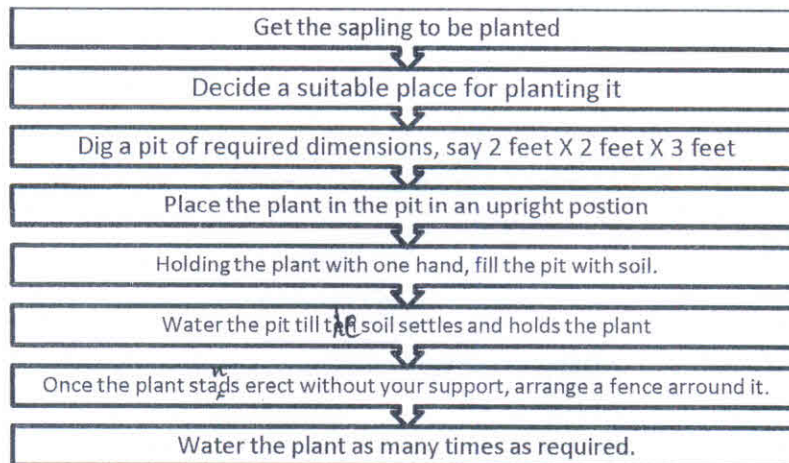
[5X1=5]

- a. tution, tuition, tushion
 b. exircise, exercice, exercise
 c. grammar, gramer, grammer
 d. seperate, separate, saparate
 e. comprehension, comprehension, comprehension.

9. Study the flow chart and answer the questions given below:

[5]

Flow chart showing the process of



1. What does the flow chart show?
2. How many steps are shown in the chart?
3. What is to be done after digging the pit?
4. What is to be done after filling the pit with soil?
5. The cart gives instructions as to watering the plant. Write 'True' or 'False'.

BOS Chairperson
 in English (UG)

D. Krishna Kumari

(D. Krishna Kumari)

Fourth Semester
(Under CBCS)
Part – III – Foundation Course – 7
COMMUNICATION SKILLS AND SOFT SKILLS

Model Question Paper

Time: 2 hrs

Max Marks:50

Unit - I

1. Answer any three questions in about 150 words each: [3X5=15]
- a) What are the advantages of thinking positive? Write with reference to the story given.
 - b) What is the role of body language in communication?
 - c) How did Wilma overcome challenges with her opportunities?
 - d) What is emotional intelligence and what is its importance?
 - e) What is Etiquette and why are they important?

Unit - II

2. Expand One of the following: [1X5=5]
- a) No pains, Gains.
 - b) Example is better than a precept.

Unit – III

3. Paraphrase the following poem using the strategies and techniques suggested in the lesson [5X1=5]

Thy gifts to us mortals fulfill all our needs and yet run back to thee undiminished.

The river has its everyday work to do and hastens through fields and hamlets; yet its incessant stream winds towards the washing of thy feet.

The flower sweetens the air with its perfume; yet its last service is to offer itself to thee.

Thy worship does not impoverish the world.

From the words of the poet men take what meanings please them; yet their last meaning points to thee.

- b. Summarize the paragraph given below [5X1=5]

'Where there's a will there's a way,' is a old saying. He who resolves upon doing a thing, by that very resolution overcomes the obstacles to it and half secures its achievement. It is so in all the occupations of life – at school, at college or in the world. To determine to succeed is the surest

way to success. Difficulties disappear before an unswerving resolution. This was well exemplified in the life of Napoleon. He threw his whole force of body and mind upon his work. He was told that the Alps stood in the way of his armies. "There shall be no Alps," he said, and a road was made across them over heights previously considered inaccessible. "Impossible," said he, "is a word only to be found in the dictionary of fools." And so it is; a determination not to give in is the surest condition of success in any undertaking. But the young student must carefully guard himself against the errors of mistaking a mere undisciplined energy and self-will for the needful firmness and self-command on which success depends.

Unit - IV

- a. Attempt any One of the following : [1X5=5]
- i) Write a letter to your principal, requesting leave of absence for two days.
 - ii) Write a letter to the manager of a firm, applying for the post of a clerk in his office.
- b. Write an email to any One of the following: [1X5=5]
- i) One of your friends has recently left for U.K. for his/her further studies. You him/her a lot write an email to your friend.
 - ii) Write an email to flipcart to send the list of books you mentioned at the earliest.

Unit - V

- a) Prepare a curriculum vitae for the following advertisement: [1X5=5]
- Wanted a Lady Lecturer in English for a girls residential college. The candidate should be a post graduate, aged above thirty-five. Part-time lecturers are eligible. Should have a pleasing personality with excellent communication skills. Experienced candidates are preferable. Apply to post Box H.116, C/o "TheHindu" - Visakhapatnam.
- b) Write a covering letter for the above C.V [1X5=5]

BOS Chairperson
in English (UG)

D. Krishna Kumari

(D. Krishna Kumari)

Fourth Semester
(Under CBCS)
Part – III – Foundation Course – 7
COMMUNICATION SKILLS AND SOFT SKILLS

Model Question Paper

Time: 2 hrs

Max Marks:50

Unit - I

1. Answer any three questions in about 150 words each: [3X5=15]
- a) What are the advantages of thinking positive? Write with reference to the story given.
 - b) What is the role of body language in communication?
 - c) How did Wilma overcome challenges with her opportunities?
 - d) What is emotional intelligence and what is its importance?
 - e) What is Etiquette and why are they important?

Unit - II

2. Expand One of the following: [1X5=5]
- a) No pains, Gains.
 - b) Example is better than a precept.

Unit – III

3. Paraphrase the following poem using the strategies and techniques suggested in the lesson [5X1=5]

Thy gifts to us mortals fulfill all our needs and yet run back to thee undiminished.

The river has its everyday work to do and hastens through fields and hamlets; yet its incessant stream winds towards the washing of thy feet.

The flower sweetens the air with its perfume; yet its last service is to offer itself to thee.

Thy worship does not impoverish the world.

From the words of the poet men take what meanings please them; yet their last meaning points to thee.

- b. Summarize the paragraph given below [5X1=5]

'Where there's a will there's a way,' is a old saying. He who resolves upon doing a thing, by that very resolution overcomes the obstacles to it and half secures its achievement. It is so in all the occupations of life – at school, at college or in the world. To determine to succeed is the surest

way to success. Difficulties disappear before an unswerving resolution. This was well exemplified in the life of Napoleon. He threw his whole force of body and mind upon his work. He was told that the Alps stood in the way of his armies. "There shall be no Alps," he said, and a road was made across them over heights previously considered inaccessible. "Impossible," said he, "Is a word only to be found in the dictionary of fools." And so it is; a determination not to give in is the surest condition of success in any undertaking. But the young student must carefully guard himself against the errors of mistaking a mere undisciplined energy and self-will for the needful firmness and self-command on which success depends.

Unit - IV

- a. Attempt any **One** of the following : [1X5=5]
- Write a letter to your principal, requesting leave of absence for two days.
 - Write a letter to the manager of a firm, applying for the post of a clerk in his office.
- b. Write an email to any **One** of the following: [1X5=5]
- One of your friends has recently left for U.K. for his/her further studies. You him/her a lot write an email to your friend.
 - Write an email to flipcart to send the list of books you mentioned at the earliest.

Unit - V

- a) Prepare a curriculum vitae for the following advertisement: [1X5=5]
- Wanted a Lady Lecturer in English for a girls residential college. The candidate should be a post graduate, aged above thirty-five. Part-time lecturers are eligible. Should have a pleasing personality with excellent communication skills. Experienced candidates are preferable. Apply to post Box H.116, C/o "TheHindu" - Visakhapatnam.
- b) Write a covering letter for the above C.V [1X5=5]

BOS Chairperson
in English (UG)

D. Krishna Kumari

(D. Krishna Kumari)