

(CSS4S)

(2109-4)

**B.A./B.Com./B.Sc./B.C.A./B.B.A./B.H.M. DEGREE
EXAMINATION, MARCH/APRIL 2020.**

(Regular)

Second Year – Fourth Semester

Part I – Communication and Soft Skills

**Paper IV – COMMUNICATION SKILLS AND SOFT
SKILLS (CSS) – 3**

Time : Two hours

Maximum : 50 marks

UNIT I

(Soft Skills)

1. Answer any TWO of the following. (2 × 5 = 10)
- (a) What is positive thinking? How can one develop positive thinking?
 - (b) Write a note on facial expressions and body posture.
 - (c) Explain emotional intelligence and its importance.
 - (d) What are the advantages of SWOT analysis?

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UNIT II

(Paragraph writing and developing ideas)

2. Answer any TWO of the following. (2 × 5 = 10)
- (a) What are the characteristics of a good paragraph? <https://www.andhrastudy.com>
 - (b) Write a note on paragraph structure.
 - (c) Write a paragraph on 'Character'.
 - (d) Expand any ONE into a paragraph
 - (i) As you sow so shall you reap.
 - (ii) Honesty is the best policy.

UNIT III

(Paraphrasing and Summarizing)

3. Answer the following. (2 × 5 = 10)
- (a) (i) What are the characteristics of paraphrasing?
Or
 - (ii) Describe the stages of paraphrasing.
 - (b) (i) What are the steps involved in summarizing a passage?

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(ii) Summarize the following passage.

Infants who spend long periods in front of the television maybe at greater risk of developing medical problems later in life. It includes premature puberty, sleepy disturbances and metabolic disorders, according to a recent report. The famous Psychologist Aric Sigmen said that many studies were beginning to emerge that suggest, spending long periods in front of a TV Screen whether

a television or a computer may have damaging physiological effects.

One study found that watching television and playing computer games lowered the amount of sleep hormone melatonin that children produced, an effect that could bring an earlier puberty.

There may be attention deficit disorder, obesity, short sightedness and Alzheimer's disease. More than half of three year olds now have a television set in their bedroom. Children between 11 and 15 now spend 55 percent of their waking lives in front of the screen amounting to 53 hours a week.

UNIT IV

(Letter writing and e-correspondence)

4. Answer the following. (2 × 5 = 10)

(a) (i) Write a letter to your sister asking her to take interest in sports.

Or

(ii) Write a letter to the editor of a newspaper on the problem of eve-teasing in your locality.

(b) (i) Write an e-mail to the Manager of a shop to complain about a damaged book you received.

Or

(ii) Write an e-mail to your friend in Mumbai to tell how you miss him/her.

UNIT V

(Resume and Cover letter)

5. Answer the following questions. (2 × 5 = 10)

(a) Write a resume for the post of an English Teacher in a Leading School.

(b) Write a cover letter to a Company for the post of Social Media Executive.

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