

FOURTH SEMESTER

Foundation Course 7

COMMUNICATION AND SOFT SKILLS – III

(W.E.F. 2016-2017 Admitted Batch)

Time : Two hours

Maximum : 50 marks

(No additional sheet will be supplied)

I. Answer any FIVE of the following sentences. (5 × 2 = 10)

- ✓ 1. What is attitude? How is it useful to be successful at job?
2. Define body language. What are the different forms of body language?
3. Write about SWOC/SWOT.
4. Emotional Intelligence skills are highly essential to us. Explain with examples.
5. Write a note on etiquette.
6. "Positive attitude helps a person," Explain.
7. What are the steps to be taken to improve your body language?
8. What made the poet accept the broken soap finally?

II. Answer any TWO of the following questions. (2 × 5 = 10)

9. Write the features of a good paragraph.
10. Draw a mind map showing the ideas to develop the topic on the influence of mobile phone on the children.
11. Write about the ill-effects of pollution.
12. Develop any one of the following into a paragraph
 - (a) Honesty is the best policy.
 - (b) Strike while the iron is hot.

III. Answer any TWO of the following questions. (2 × 5 = 10)

13. What do you mean by paraphrasing? Write its features.
14. Write about various stages of summarizing.

15. What are the do's and don'ts in summarizing?

16. Paraphrase the following poem:

Lord Buddha, on thy Lotus-throne

What mystic rapture dost thou own,

Immutable and ultimate?

IV. Answer any TWO of the following questions.

(2 × 5 = 10)

17. Write about the guidelines to write an official letter.

18. Write a letter to your father describing your feelings about your recent tour to Amaravathi.

19. Write a letter to the editor of a newspaper stating the poor maintenance of the public library.

20. Write an e-mail to your Principal describing your feelings after joining a reputed company in Bengaluru.

V. Answer any TWO of the following questions.

(2 × 5 = 10)

21. Write about the steps to be taken to write a resume.

22. What is the role of cover letter in C.V.?

23. Write a covering letter for the post of a Principal in a private degree college.

24. Prepare Curriculum Vitae for the following advertisement.

Wanted a lady Lecturer in English for a girls residential college. The candidate should be a post graduate aged above thirty-five. Events part-time lecturers are acceptable. should have a pleasing personality with excellent communication skills-previous experience preferable - Apply to post Box. 116, C/o "The Hindu" - Vijayawada.

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