

(CSS 4028 F)  
**B.A./B.Com/BBA/B.Sc Degree (CBCS) Examinations**

MARCH - 2019

EXAMINATION AT THE END OF IV SEMESTER

PART-III FOUNDATION COURSE - 8

**COMMUNICATION & SOFT SKILLS-3**

TIME : Two hours

Maximum - 50 Marks

1. What are the advantages of Positive Thinking? 1x5=5M

OR

Write a brief note on the three components of attitude.

2. Match the following based on your study of Kinesics. 1x5=5M

- |                                |                                       |
|--------------------------------|---------------------------------------|
| a. posture                     | (i) moderate to low                   |
| b. Eye Contact                 | (ii) Slow and Clear                   |
| c. Gesture with hands and arms | (iii) purposeful and deliberate       |
| d. Speech                      | (iv) solid with a smiling face        |
| e. Tone of voice               | (v) standing tall with shoulders back |

OR

How is good body language essential for students? Write five points.

3. How can a student modify his weaknesses into strengths? Enumerate.

OR

1x5=5M

Fill the outline of your SWOT analysis Fact Sheet.

Name:

Sex:

Age:

Educational background:

Work Experience:

Interests/Hobbies/ Skills:

Strengths:

Weaknesses:

Opportunities:

Threats:

4. What do you mean by Emotional Intelligence? Give five examples. 1x5=5M

OR

Explain E-mail Etiquette. Mention any five points.

5. Write a paragraph on ONE of the following 1x5=5 M

(a) My ambitions

(b) My Family

200

6. Rearrange the following **Jumbled Sentences** to make a well written paragraph.

1x5=5M

6 a. As a result, there are several internationally recognized and acceptable varieties of English.

1 b. English is s a language used all over the world.

1 c. It is also used by people in other countries a s a second language in social, academic and professional contexts.

2 d. It is used as a native language by people in the UK, the USA, Canada, Australia and New Zealand.

4 e. We find that native speakers in each country use slightly different accents

7 f. Indian English is one of these prominent varieties.~

2 g. Also, there is a significant variation in the English used by native speakers.

(P.T.O)

7. Paraphrase the passage given below:

1x5=5M

- a) In the north-eastern United States, people are building homes on the edge of woods, where ticks that carry Lyme disease hitch rides on deer. In addition, in Africa, hunters bring back the meat of animals that scientists think may transmit Ebola, a usually fatal disease that causes massive haemorrhaging in its victims.

OR

- b) Summarize the following passage into 1/3 of its length.  
The earth itself becomes our enemy when an earthquake strikes. Every country in the world is threatened by the tremendous fury of earthquakes. Their power exceeds all the forces released by human kind. When a city is hit, buildings fall and explosions and fires started. Underground railways are wrecked. Gapping crevices appear on streets. Bridges and dams fall. Huge tidal waves rise on the sea. Avalanches roar down the mountain sides. An earth quake in Lisbon in 1755 destroyed the city and killed 450 persons. In Peru 50,000 people died in an earthquake in 1970. The subcontinent of Alaska was pushed 80 feet into sea in 1968. Faced with tremendous forces which can't be resisted, scientist can only pin point the earthquake areas and take suitable steps to minimize the harm.

8. Write a letter on any one of the following.

1x5=5M

- a) Write a letter to the In-charge of your Department, seeking permission to extend the last date for the submission of Project report.

OR

- b) Write a letter to the Manager of Infosys Software Company, Hitech City, Hyderabad branch, applying for the post of 'Technical/Solutions Manger', with all your educational qualifications, Computer Skills, etc.,

9. Write your resume applying for the post of a Data Entry Operator. 1x5=5M

OR

Prepare your CV for the post of an Executive in a software company, highlighting your academic achievements.

10. Write a covering letter for a job application in response to any ONE of the following advertisements. 1x5=5M

1. Wanted an Office Secretary for the Bank manager of A.N.Z Bank in Amaravati. The candidate must be a Computer graduate with an experience of at least 2 years in DTP, MSOffice, etc. Communication skills in English are highly essential. Apply within a week to the Post Box No.54, C/o. The Times of India, Vijayawada.

OR

- II. Wanted a Marketing Executive for Jayanti Pharma Company. 4<sup>th</sup> phase, Bangalore, Karnataka State. The candidate must be a Post Graduate in Pharmacy with an experience of minimum 5 years. Computer Knowledge and Communication skills in English are important. Eligible candidates are required to apply within 10 days to the Post Box No. 99, C/o The Hindu, Jayanagar, Bangalore.

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