

SRR & CVR GOVERNMENT DEGREE COLLEGE (AUTONOMOUS), 2018-19
VIJAYAWADA

BOS Approved Question Paper, Second Year – IV Semester
COMMUNICATION & SOFT SKILLS - III

Time: 2 hours

max.marks: 50

1. What is Positive attitude? What are the benefits of Positive attitude? (1x5 =5)
OR
Write atleast 5 points on how Positive attitude can be developed.

2. Match the following (1x5 =5)

a	SWOT	i	optimistic
b	E mail	ii	Study of body language
c	Positive attitude	iii	Code of conduct or behaviour
d	etiquette	iv	Strengths, weakness, Opportunity, Threats
e	Kinesics	v	E correspondence

OR

Explain the term “Proxemics” with the help of a diagram.

3. What are the advantages of SWOT / SWOC analysis for students? (1x5 =5)
OR

Fill the outline of your SWOT analysis fact sheet:

Name: -----

Gender: -----

Age: -----

Education Background: -----

Work Experience: -----

Interests / Hobbies / Skills : -----

Strengths: -----

Weaknesses: -----

Opportunities: -----

Threats: -----

4. What is Emotional Intelligence? What are the four levels of it? (1x5 =5)
OR

List out the important rules of Netiquette.

5. Write a paragraph on one of the following: (1x5 =5)
- a. Corruption in India b. Importance of Games and Sports

6. Rearrange the following jumbled sentences to make a well written paragraph (1x5 =5)

- A. The commercial uses of bamboo are astonishing.
- B. India produces over 3 million tones of bamboo annually, and nearly half
- C. of it is half of it is turned into paper.
- D. Another important use of bamboo is in housing
- E. Concrete reinforced with bamboo can replace even steel in building, for example, suspension of bridges.
- F. Scientists at the Forest Research Institute, Dehradun, are working on the extraction of diesel fuel from the jointed stem of bamboo.
- G. With its network of rhizomes and roots, bamboo also plays an important role in the prevention of soil erosion.

7. Paraphrase the passage given below: (1x5 =5)

In this effort for development, our motto has been 'Sab Ka Saath Sab Ka Vikas': We are with all citizens and for development of all citizens. This Government is dedicated to the poor. It will remain dedicated to them. In our fight against poverty, our main thrust has been to empower the poor, and make them active participants in the benefits of economic progress.

OR

Summarise the following passage into 1/3 rd of its length.

An earthquake strikes without warning. When it does, its power is immense. If it strikes a modern city, the damage it causes is as great as if it has struck a primitive village. Gas mains burst, explosions are caused and fires are started. Underground railways are wrecked. Whole buildings collapse bridges fall, dams burst. Gaping crevices appear in busy streets. If the quake strikes at sea, huge tidal waves sweep inland. If it strikes in mountain regions, avalanches roar down into the valley.

Consider the terrifying statistics from the past. Lisbon, the capital of Portugal, was destroyed entirely and 450 people were killed in 1755. In Peru, 50,000 people died in an earthquake in 1970. In 1968, an earthquake struck Alaska. As this is a relatively unpopulated part, only a few people were killed. But it is likely that this was one of the most powerful quakes ever to have hit the world.

Geologists estimate that during the tremors, the whole of the state moved over eighty feet farther west into the Pacific Ocean. Imagine the power of something that can move an entire subcontinent! This is the problem that faces scientists. They are dealing with forces so immense that human beings cannot hope to resist them. All that can be done is to try to pinpoint just where the earthquake will strike and work from there. At least some precautionary measures can then be taken to save lives and some of the property.

8. Write on any one of the following:

(1x5 =5)

a. Write a letter to the Principal of your college requesting issue of Study - cum - Conduct Certificate

OR

b. You have seen an advertisement of a mobile phone on the website. You liked it. You want to buy it and so you want to have some details about it. Write an email to manager@best buy.com

9. Write a Resume applying for the post of a teacher in a school

(1x5 =5)

OR

a. Prepare a Curriculum Vitae (CV) for the post of Front Office Assistant - must be a graduate. fluency in English is a must - knowledge of computers is preferable - good communication skills.

10. Write a Covering letter for a job application in response to any one of the following advertisements:

(1x5 =5)

a. Wanted a BCom graduate with experience in Accountancy and Book Keeping for the post of Accountant, in a manufacturing firm. Apply to Post Box No.346, State Herald, Hyderabad - 500004 within ten days.

OR

b. Wanted a graduate in Mechanical Engineering for the post of Production Engineer. He should have ability to take charge of the production side of our factory. Candidates with experience in a similar capacity will be given preference. Salary and perks will be commensurate with experience. Send in your application to the given address on or before 10, November, 2016

Ram Lal & Co

Manufacturers & Suppliers of Home appliances

Mumbai -2