Reg.No. \_\_\_\_\_\_\_\_\_\_\_\_



**UNIVERSITY**

(Karunya Institute of Technology & Sciences)

(Declared as Deemed-to-be University under Sec.3 of the UGC Act, 1956)

**End Semester Examination – April/May – 2017**

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| **Code :** | **16EN1003** | **Duration :** | **3hrs** |
| **Sub. Name :** | **COMMUNICATION AND COMPREHENSION SKILLS IN ENGLISH** | **Max. marks :** | **100** |

**ANSWER ALL QUESTIONS (5 x 20 = 100 Marks)**

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| Q. No. | Sub Div. | Questions | Course  Outcome | Marks |
| 1. | a. | Elucidate how Helen Keller became a successful personality despite her physical defects. | CO3 | 15 |
| b. | Write a paragragh on the personality traits of Abdul Kalam. | CO3 | 5 |
| (OR) | | | | |
| 2. |  | Do you think you are motivated by the biographies of Abraham Lincoln, Abdul Kalam and LeTourneau? Explain how the lives of these great people have motivated you. | CO3 | 20 |
|  |  |  |  |  |
| 3. | a. | Explain the different types of listening with example. | CO1 | 8 |
|  | b. | Write an essay on the different types of Barriers to Listening. | CO1 | 12 |
| (OR) | | | | |
| 4. | a. | State the importance of formal communication and explain the four patterns of Formal Communication Network in an organization. | CO4 | 14 |
|  | b. | Analyze the importance of informal communication in an organization. | CO4 | 6 |
|  |  |  |  |  |
| 5. | a. | As the Principal of Model Public School, Sholinganallur draft an enquiry letter to Bharat Electronics, Chennai inquiring about the price of Television sets and Multimedia Computers for your school. | CO3 | 10 |
|  | b. | As the manager of Bharat Electronics, prepare a Quotation letter to the Principal, Model Public School stating your lowest price and your terms and conditions. | CO3 | 10 |
| (OR) | | | | |
| 6. |  | Prepare an unsolicited job application letter for the post of Trainee Engineer in your dream Company.Enclose your detailed Resume. | CO3 | 20 |
|  |  |  |  |  |
| 7. | a. | ‘Preparing well is the key to success in an interview’. Explain the techniques of systematic preparation for a job interview. | CO2 | 15 |
|  | b. | ‘Your posture talks about your personality’. Elucidate. | CO2 | 5 |
| (OR) | | | | |
| 8. | a. | What are the characteristics of a successful Group Discussion? | CO2 | 5 |
|  | b. | Write a Group Discussion on the topic “Depletion of water resources in India” with 5 members and 15 exchanges. | CO2 | 15 |
|  | | **Compulsory**: |  |  |
| 9. |  | Prepare a power point presentation with atleast 12 slides on the ‘Evil effect of Social Media’ that affects the development of youth. | CO4 | 20 |

ALL THE BEST