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

G:\logo and QP Template\logo 3 Feb 2018 final.tif

**End Semester Examination – Nov/Dec– 2018**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| **Code :** | **17EN1001** | **Duration :** | **3hrs** |
| **Sub. Name :** | **COMMUNICATION SKILLS IN ENGLISH** | **Max. marks :** | **100** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Q. No.** | **Questions** | **Course Outcome** | **Marks** |
| **PART-A(20X1=20 MARKS)** | | | |
| 1. | Identify the best synonym for the word “cast”.  a) pitch b) steal c) throw d) pitch | CO1 | 1 |
| 2. | What is the difference between Biography and Autobiography? | CO3 | 1 |
| 3. | What is**Complimentary closing in letter writing?** | CO6 | 1 |
| 4. | What kind of reading is find information in a telephone directory?  a) Extensive b) Intensive c) Scanning d) Skimming | CO6 | 1 |
| 5. | You are a team leader in a leading software industry, one of your team members asks for a one week ‘work at home’.  How will you agree and disagree politely for the given situation? | CO4 | 1 |
| 6. | Supply a suitable phrase to agree to the given blank in the following conversation.Teacher: Sir, Do you think it's a good idea to take the students to Yelagirifor their field trip?Principal: \_\_\_\_\_\_\_\_\_\_\_ . | CO4 | 1 |
| 7. | Why GD is an integral part of recruitment process? | CO4 | 1 |
| 8. | Employ proper sentence structure pattern to sequence the following jumbled words into meaningful sentences.   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | light up | Good | the lamp | books | magazines | and | of | knowledge | | CO1 | 1 |
| 9. | Give the synonym for the underlined word.  The building next to us obstructs our view of city | CO1 | 1 |
| 10. | Choose the best salutation for the mentioned situation. You are writing to your team leader Mr. Rohan reporting the completion of the assigned project.  a) Dear Rohan Sir b) Respected Sir c) Dear Rohan d) Hello Rohan. | CO6 | 1 |
| 11. | The purpose of a resume is to \_\_\_\_\_\_\_\_\_\_\_  a) get a job b) get an interview c) to tell about self d) ask for a job | CO6 | 1 |
| 12. | To answer the question “Why one should be a good listener?” Which of the following phrases suits the best?   1. To be recognized and remembered 2. To feel valued and respected 3. To feel appreciated 4. To feel comfortable about a want or need. | CO4 | 1 |
| 13. | What is a topic sentence? | CO1 | 1 |
| 14. | Identify the word with the correct spelling  a) privelege  b) privilege c) privlege  d) privelige | CO1 | 1 |
| 15. | State one example for scanning. | CO2 | 1 |
| 16. | Select a suitable answer to complete the followingThe content of a presentation is prepared on a) the time limit b) The presenter’s purpose c) the audience’s needs  d) the available material | CO4 | 1 |
| 17. | A \_\_\_\_\_\_ speaker looks into the eyes of the audience. a) confident b) impatient c) rude d) impolite | CO4 | 1 |
| 18. | What is communication without words?   1. There is no communication without words 2. Non-verbal communication 3. Telepathy 4. Sign language | CO4 | 1 |
| 19. | Select the correct option to tell your location.  a) I’m from… b) I am coming from… c) I from…  d) I’m coming from… | CO4 | 1 |
| 20. | What is the purpose of an interview? | CO4 | 1 |

|  |  |  |  |
| --- | --- | --- | --- |
| **PART B(10 X 5= 50 MARKS)**  **(Answer any 10 from the following)** | | | |
| 21. | List few suggestions to improve Listening skill. | CO4 | 5 |
| 22. | Draft a short note on Abraham Lincoln. | CO5 | 5 |
| 23. | What are the most inspired qualities of Dr. A.P.J Abdul Kalam. | CO5 | 5 |
| 24. | How will you introduce your friend to your father? | CO4 | 5 |
| 25. | Explain the differences between formal and informal Communication. | CO1 | 5 |
| 26. | One of your classmates is new to Coimbatore. He/she wants to go to Gandhipuram for shopping. He/ she asks you the way and the public transport details to reach the place. Direct your classmate in detail by giving direction and guidance to reach the location. | CO4 | 5 |
| 27. | Draft a short paragraph in about 150 words on the impact of plastics in our day today life. | CO5 | 5 |
| 28. | Construct conversation for the following situation.  You are returning a borrowed book after your exam in the library. Unfortunately the book has been damaged. How will you explain the librarian about the damage and how will you convince him that you will be careful thereafter. | CO4 | 5 |
| 29. | As a six member group participating in GD, develop a group discussion on the topic “Is E-Learning good for the educational system and the society?” | CO4 | 5 |
| 30. | Differentiate interpersonal and intercultural Communication | CO2 | 5 |
| 31. | How important is body language when one makes a presentation? Explain briefly on the ways to be careful about body language when one makes a presentation. | CO4 | 5 |
| 32. | List the types of interviews and give a brief note on the same. | CO4 | 5 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PART C(2 X 15= 30 MARKS)**  **(Answer any 2 from the following)** | | | | |
| 33. | a. | “Effective communication starts with listening.” substantiate the statement with an example | CO 4 | 8 |
| b. | Identify the errors in the following sentences and rewrite them without errors. Underline the corrections that you have made.   1. We reached at the airport at 9 pm. 2. The camera works perfect. 3. Have you received any informations? 4. The girl wants to get herself married. 5. He work in London. 6. Andamans are a group of islands. 7. When we went there we found that the lion was disappeared | CO 3 | 7 |
| 34. | a. | You are the purchase officer of your college. Your college has introduced a new BE course. Write a letter calling quotation for computers and its accessories. Invent all necessary details | CO4 | 7 |
| b. | As a retailer of computers, write a letter giving quotation for the items requested in question no 34a. | CO6 | 8 |
|  |  |  |  |  |
| 35. | a. | Draft an essay in about 300 words on “Global Warming and its effects” | CO5 | 7 |
| b. | Draft a resume and job application letter for the post of Trainee Engineer at a core company of your branch of study and your interest. Your resume should have good career objective and should state all the necessary details vividly. | CO4 | 8 |