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

****

**End Semester Examination – Nov/Dec– 2019**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| **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. | Choose the correct spelling.   1. Commentary 2. Comentary 3. Commentory 4. Commentry | CO1 | 1 |
| 2. | What is biography? | CO5 | 1 |
| 3. | supply suitable verb to the blank to agree with its subject.  The teacher, along with his students \_\_\_\_\_\_\_\_\_ at the party. (Was/were) | CO1 | 1 |
| 4. | Rewrite the given sentence without error.  One must do his work neatly. | CO1 | 1 |
| 5. | Define a report. | CO6 | 1 |
| 6. | Fill in the blank with the correct verb form to agree with is subject. I ..... tennis every Sunday morning.   1. playing 2. play 3. am playing 4. am play | CO1 | 1 |
| 7. | What is career objective in a resume`? | CO6 | 1 |
| 8. | What is non verbalcommunication ? | CO1 | 1 |
| 9. | What is the apt salutation in a business letter? | CO5 | 1 |
| 10. | What kind of reading is find information in a menu card?  a) Extensive  b) Intensive  c) Scanning  d) Skimming | CO1 | 1 |
| 11. | Choose the apt synonym for the word underlined in the following sentence. ‘**This is an authentic Picasso painting.’**   1. great 2. big 3. fake 4. real | CO1 | 1 |
| 12. | Respond to the following situation.  Someone says that space exploration is a waste of money. You have the same opinion. | CO5 | 1 |
| 13. | Supply a suitable verb to agree with its subject.  The book, including all the chapters in the first section, **\_\_\_\_**boring. | CO1 | 1 |
| 14. | What is the purpose of a resume`? | CO6 | 1 |
| 15. | Which of the following should NOT feature in the final paragraph of an application letter?   1. Statement thanking the reader for their time / consideration. 2. Your availability / interest in attending an interview. 3. A statement saying you look forward to hearing from the reader. 4. Why you are applying for the position. | CO6 | 1 |
| 16. | What is chronological resume`? | CO6 | 1 |
| 17. | Choose the apt word that fits in the blank.  I don't know how we are going to get to the airport. We will have to\_\_\_\_\_\_ for a taxi to come.  a. plan  b. arrange  c. book  d. hire | CO1 | 1 |
| 18. | Which of these is the first step in the listening process? a) Stop talking b) Receiving c) Interpreting d) Responding | CO4 | 1 |
| 19. | Which of the following behaviors are part of active listening?  a. maintain eye contact  b. nodding and making eye contact.  c. asking for clarification  d. all of the above. | CO4 | 1 |
| 20. | Define a topic sentence. | CO6 | 1 |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **PART B(10 X 5= 50 MARKS)**  **(Answer any 10 from the following)** | | |
| 21. | List the types of interview. | CO4 | 5 |
| 22. | Explain elobrately on any two types of interview. | CO4 | 5 |
| 23. | List the parts of letter. | CO6 | 5 |
| 24. | List the skills required for Group Discussion (GD). | CO4 | 5 |
| 25. | How should one use power point slides for presentation? | CO | 5 |
| 26. | Briefly describe the inspring qualities in Helen Keller. | CO5 | 5 |
| 27. | Write a repor on the road accident that you have witnessed recently. | CO5 | 5 |
| 28. | Draft a short note on Abraham Lincoln. | CO | 5 |
| 29. | Write elobrates on the takeaways from the life of Dr. A.P.J .Abdul Kalam | CO5 | 5 |
| 30. | Your friend is in a dilemma in choosing a course after college hours. Suggest him on the same by giving information and suggestion using apt expressions. | CO1 | 5 |
| 31. | Compose a letter to friend inviting him/her for your housewarming function. Your letter should state how happy you will be by his/her presence. | CO4 | 5 |
| 32. | Your college is celebrating “National Science Day”. You are asked to make a presentation highlighting the importance of science and its application among the people.  Prepare a presentation for 2 minutes on the same topic. Your presentation should include proper greetings, opening remarks and good concluding statements. | CO4 | 5 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **PART C(2 X 15= 30 MARKS)**  **(Answer any 2 from the following)** | | | |
| 33. | 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 | CO6 | 7 |
| b. | As a retailer of computers, write a letter giving quotation for the items requested in question no 33(a). | CO6 | 8 |
| 34. | a. | State the importance of listening in developing the language and communication skills. | CO4 | 7 |
| b. | Explain a detailed plan to develop the listening skills of any individual who wants to acquire English language quickly. | CO4 | 8 |
| 35. | a. | Develop a mock group discussion on the topic“Self discipline is the key to better and safer life.”Develop the GD as an eight member group. Adhear to the stratergies of GD | CO1 | 8 |
| b. | Write an essay on “Negative effectives on Smart Phone additction ” | CO5 | 7 |

ALL THE BEST