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

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

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| **Code :** | **16EN1003** | **Duration :** | **3hrs** |
| **Sub. Name :** | **COMPREHENSION AND COMMUNICATION 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. | Define Communication skills. Explain the process of communication and analyze the barriers of communication. | CO4 | 16 |
| b. | Write correct answers for the questions given below.   1. In formal letter, subject comes \_\_\_\_\_\_\_\_\_\_ salutation. 2. Curriculum vitae is \_\_\_\_\_\_\_\_\_ pattern of presenting one’s details for job. 3. In business correspondence, we should use \_\_\_\_\_\_\_\_ words. 4. Define Presentation. | CO2 | 4 |
| **(OR)** | | | | |
| 2. |  | Describe an incident wherein you have been motivated and explain how. | CO2 | 20 |
|  |  |  |  |  |
| 3. | a. | Explain how to plan a letter. | CO3 | 8 |
| b. | Justify how communication skills help one to succeed in interview. | CO1 | 12 |
| **(OR)** | | | | |
| 4. | a. | Write in detail the Job Application Letters. | CO4 | 14 |
| b. | Compare and contrast positive with negative body language. | CO3 | 6 |
|  |  |  |  |  |
| 5. | a. | Write a letter to Mc. Milan Publishers asking to send quotations for the books you require for your college library. Give a comprehensive list of the books also. | CO4 | 10 |
| b. | Write a letter to the NHAI Director about exempting local vehicles from toll at Coimbatore toll plazas. | CO3 | 10 |
| **(OR)** | | | | |
| 6. |  | Write a job application letter for the post of Executive Engineer in ABC Company. Enclose your detailed Resume. | CO3 | 20 |
|  |  |  |  |  |
| 7. | a. | Give a detailed account on job interviews. | CO1 | 15 |
| b. | Explain the types of Interview. | CO2 | 5 |
| **(OR)** | | | | |
| 8. | a. | Define Group Discussion and elaborate the types of GD. | CO2 | 5 |
| b. | Discuss the impact of “[Social Media” on human behavior and society](https://www.mbauniverse.com/group-discussion/topic/social-issues/social-media) with 5 members and 15 exchanges. | CO2 | 15 |
|  | | **Compulsory**: |  |  |
| 9. |  | Prepare a power point presentation with at least 12 slides on “Climate Change / Pollution”. | CO4 | 20 |