

SECOND SEMESTER

Part – III– Foundation Course 4 (CSS-1)

COMMUNICATION AND SOFT SKILLS – I

Time : Two hours

Maximum : 50 marks

(No additional sheet will be supplied)

1. (a) Fill in the blanks with suitable prefixes/suffixes given in brackets. (10 × ½ = 5)

- (i) logic _____
- (ii) grade _____
- (iii) examin _____
- (iv) _____ comfort
- (v) _____ capable
- (vi) important _____
- (vii) _____ employment
- (viii) bio _____
- (ix) leader _____
- (x) nation _____

(up, ee, in, cal, dis, un, al, logy, ance, ship)

- (b) Fill in the blanks with suitable forms of words as given in the brackets. (6 × ½ = 3)

- (i) The goal of the nation is to make India _____ in any field.(power)
- (ii) He recovered his health _____. (speed)
- (iii) The doctor showed much _____. (patient)
- (iv) There is no _____ in solving this problem.(difficult)
- (v) Language reflects _____ of thought.(clear)
- (vi) He is suffering from _____ (acid)

- (c) Match the following words: (4 × ½ = 2)

- | | | |
|----------------|-----|------------|
| (i) Bullock | () | (1) table |
| (ii) Step | () | (2) mat |
| (iii) Dressing | () | (3) cart |
| (iv) Door | () | (4) mother |

2. (a) Fill in the blanks with appropriate analogies.

(6 × ½ = 3)

- (i) Book : read :: Television : _____
(watch, see, look, view)
- (ii) Violence : Cruel :: Kindness : _____
(emotion, feeling, love, hatred)
- (iii) Professor : University :: _____ : hospital
(scavenger, doctor, student, singer)
- (iv) Food : Eat :: Water : _____
(drink, smell, hear, taste)
- (v) Fish : water :: board : _____
(boys, class, girls, table)
- (vi) Fire : hot :: _____ : cold
(banana, stone, table, ice)

(b) Match the following meanings with their one word substitutes.

(4 × ½ = 2)

- (i) Facsimile () (1) study of birds
- (ii) Ornithology () (2) an exact copy
- (iii) Misanthrope () (3) one who compiles dictionary
- (iv) Lexicographer () (4) one who hates mankind

(c) Choose the suitable words.

(5 × 1 = 5)

- (i) We need _____ (peace/piece) of mind.
- (ii) Please _____ (check/cheque) the luggage.
- (iii) Everyone has to _____ (die/dye) one day.
- (iv) He is suffering from a dangerous _____ (disease/decease)
- (v) He has a _____ (right/rite) to vote.

3. (a) Fill in the blanks choosing proper synonyms /antonyms.

(6 × ½ = 3)

- (i) Attract × _____ (repel, declare, start)
- (ii) Surplus × _____ (incident, deficit, prohibition)
- (iii) Barren × _____ (plain, fertile, lazy)
- (iv) Show = _____ (pack, display, receive)
- (v) Forbid = _____ (hate, ban, join)
- (vi) Obstacle = _____ (hindrance, fresh, strange)

(b) Find the appropriate phrasal verb for the following:

(4 × ½ = 2)

- (i) The Chief Minister met the Governor last year.
- (ii) Hari is searching for his lost purse.
- (iii) We have to avoid smoking for good health.
- (iv) Johnson wants to become rich by any method.
(give up, by hook or crook, called on, look for)

(c) Choose the correct form of the verb. (5 × 1 = 5)

- (i) The lady in the car _____ like your mother. (look/looks)
- (ii) Most of the milk _____ gone. (is/are)
- (iii) One of the flowers _____ withered. (has/have)
- (iv) Either Ram or Shyam _____ coming today. (is/are)
- (v) Here _____ the newspaper. (is/are)

4. (a) Fill in the blanks using right articles/prepositions (5 × 1 = 5)

- (i) I spoke to _____ university student.
- (ii) Mr. David is _____ European.
- (iii) _____ Ganga is a holy river.
- (iv) _____ cow is a useful animal.
- (v) Mr. Raju is _____ efficient officer.

(b) Complete the sentences using can/may/might/could/should (5 × 1 = 5)

- (i) You _____ drink this. This is poison.
- (ii) _____ you drive a car fast.
- (iii) You _____ lend me your book if you like.
- (iv) I _____ not understand your lecture.
- (v) _____ the king live long.

5. Answer any FIVE of the following: (5 × 2 = 10)

- (a) Give tips for effective listening.
 - (b) What is meant by skimming?
 - (c) Explain active listening.
 - (d) Explain briefly extensive reading.
 - (e) What do you mean by intensive reading?
 - (f) Write a short note on scanning.
 - (g) What are the barriers to effective listening?
 - (h) What are the qualities of a good listener?
- _____

THREE YEAR B.A./B.Sc./B.Com./B.B.A. (CBCS) DEGREE EXAMINATION,
OCTOBER/NOVEMBER 2018.

THIRD SEMESTER

Part III – Foundation Course 6 (CSS-2)

COMMUNICATION AND SOFT SKILLS – II

Time : Two hours

Maximum : 50 marks

(No additional sheet will be supplied)

1. Answer any TWO of the following questions : (2 × 2 = 4)
 - (a) What is stress?
 - (b) What are diphthongs? Give examples.
 - (c) What are Syllables? Give two examples.
 - (d) What are Voiceless Consonants?

2. Identify the sound of the underlined part of any THREE of the following words : (3 × 1 = 3)
 - (a) caught
 - (b) beast
 - (c) cot
 - (d) sheep
 - (e) leisure
 - (f) paid

3. Transcribe any THREE into Phonetic Script : (3 × 1 = 3)
 - (a) Zero
 - (b) Bird
 - (c) College
 - (d) Mother
 - (e) about
 - (f) go

4. Answer the following questions : (3 × 5 = 15)
 - (a) (i) How do you prepare for an interview?
Or
(ii) Identify the tone for the following.
 - (1) Can you help me?
 - (2) We are playing now.
 - (3) I am sorry.
 - (b) (i) What is phonetics? Why should we learn it.
Or
(ii) What is the importance of planned presentation?
 - (c) (i) What are the aspect tested in Group Discussion?
Or
(ii) What is a debate? Describe the stages of a debate.

5. Rewrite the following correcting the spelling : (5 × 1 = 5)
- (a) Ocassion (b) Knifs
(c) Pleazure (d) Examination
(e) Foreizn.

6. Punctuate the following : (1 × 5 = 5)
- i said to my boss could i have some engineers please

7. Answer ONE of the following: (1 × 5 = 5)
- (a) Draw a tree diagram using the following information

Drinks are of two types; Alcoholic and non-alcoholic. Alcoholic drinks include whisky, rum, brandy etc. Non-alcoholic drinks are classified into two as aerated and non-aerated. Mineral water and other drinks such as fruity and jumpin are examples of non-aerated drinks.

Or

- (b) Construct a bar diagram for the following data.

Academic Years :	2012-13	2013-14	2014-15	2015-16	2016-17
Pass Percentage :	85%	90%	95%	80%	90%

8. Answer the following : (1 × 5 = 5)

Represent the following information through a Pie-chart.

Sales of four types of fruits at a fruit market

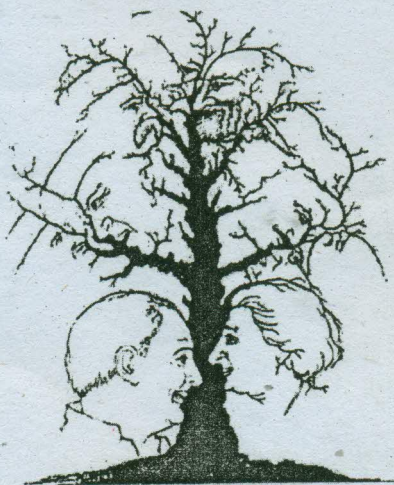
Mangoes – 50%

Apples – 20%

Grapes – 10%

Oranges – 20%

9. Observe the following picture and describe it : (1 × 5 = 5)



Time : Two hours

Maximum : 50 marks

(No additional sheet will be supplied)

I. Answer any FIVE of the following sentences. (5 × 2 = 10)

1. What is positive attitude? How does it help David defeat Goliath?
2. What is good body language? How can it be improved by students?
3. Write four advantages of positive thinking?
4. What qualities in Wilma did help her to realize her dream?
5. What is SWOT Analysis? What is the difference between SWOT and SWOC analyses?
6. How does the speaker of the poem "soap" prove his emotional balance finally?
7. What are the effects of positive and negative emotions in one's life?
8. List out the advantages and disadvantages of social media.

II. Answer any TWO of the following questions. (2 × 5 = 10)

9. What is the role of creativity in paragraph writing?
10. What are the essentials of a good paragraph?
11. What are the three types of paragraphs? Write with suitable examples.

12. Write a paragraph on "Advertisements".

III. Answer any TWO of the following questions. (2 × 5 = 10)

13. What are the different stages of summarizing?
14. What are the features of a good summary?
15. Differentiate between a paraphrase and a summary.

16. Paraphrase the following poem.
- I wandered lonely as a cloud
That floats on high o'er vales and hills,
When all at once I saw a crowd,
A host, of golden daffodils;
Beside the lake, beneath the trees,
Fluttering and dancing in the breeze.

IV. Answer any TWO of the following questions.

(2 × 5 = 10)

17. What are the functions of a business letter?
18. Write an enquiry letter asking for the price of a good android phone.
19. What are the salient features of smart e-mail?
20. One of your friends has recently left for Singapore for doing MBA. You miss her very much. Write an e-mail to your friend on the same.

V. Answer any TWO of the following questions.

(2 × 5 = 10)

21. What is a CV / Resume? What is the purpose of a CV /Resume?
22. Prepare your CV for the post of a News Reader on a TV Channel.
23. What is a cover letter? Write a cover letter for the post of a clerk in a company.
24. Read the following hints and prepare a Curriculum Vitae.

Andhra University 2009 – P.G. in English – T. Raj Sekhar – Intermediate – Distinction in Intermediate – best bowler – Cricket – born on 15-12-1990 -reading of books – music – three years' experience as teacher in Government school – Degree – B.A. 1st class.