

THREE YEAR B.A.S./B.COMS./BSCS./B.C.A./B.B.A. DEGREE EXAMINATION,
APRIL 2018

FOURTH SEMESTER

Part III – Foundation Course

COMMUNICATION AND SOFT SKILLS – 3

Time : 2 Hours

Max. Marks : 50

I. Answer any TWO of the following questions:

(2 × 5 = 10)

1. How can one develop positive thinking? Give some tips.
2. What is the role of body language in communication?
3. What are the benefits of SWOT analysis?
4. What is emotional intelligence? What is its importance?
5. What do you about netiquette? Write a few general netiquettes.

II. Answer any TWO of the following questions:

(2 × 5 = 10)

6. What is a paragraph? What are the types of paragraph?
7. What are the general rules for writing a good paragraph?
8. What are the features of a good paragraph?
9. Write a paragraph on Ajantha Caves.
10. Write a paragraph on mummies.

III. Answer any TWO of the following questions:

(2 × 5 = 10)

11. What is paraphrasing? What are the features of a paraphrase?
12. Differentiate between a paraphrase and a summary.
13. What are the different stages of summarizing?
14. What are the features of a good summary?
15. Write a summary of the story given below.

There was a villager. He was an illiterate. He did not know how to read and write. He often saw people wearing spectacles for reading books or paper. He thought, "If I have spectacles, I can also read like these people. I must go to town and buy a pair of spectacles for my self". So one day he went to a town. He entered a spectacles shop. He asked the shop-keeper for a pair of spectacles for reading. The shopkeeper gave him various pairs of spectacles and a

book. The villager tried all the spectacles one by one. But he could not read anything. He told the shopkeeper that all those spectacles were useless for him. The shopkeeper gave him a doubtful look. Then he looked at the book. It was upside down! The shopkeeper said, "perhaps you don't know how to read". The villager said, "No, I don't. I want to buy spectacles so that I can read like others. But I cannot read with any of these spectacles". The shopkeeper controlled his laughter with great difficulty when he learnt the real problem of his illiterate customer. He explained to the villager, "My dear friend, you are very ignorant. Spectacles do not help to read or write. They only help you to see better. First of all you must learn to read and write".

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

16. Write a letter to your father asking him to send you money for paying your examination fee.
17. Write a letter to a newspaper complaining of the bad and inadequate supply of municipal water in your town.
18. Write a letter to the M.R.O requesting him in the issue of caste certificate.
19. One of your friends has recently left for Singapore for doing M.B.A. You miss him very much. Write an E-mail to your friend on the same.

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

20. Prepare Resume of your own for the post of junior assistant in a reputed company.
 21. Prepare a resume for the post of News reader in a T.V channel.
 22. Write a covering letter to accompany your resume for the post computer operator.
 23. Write a covering letter to accompany your resume for the post of account in a reputed company.
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