B.A. B.Sc. B.Com. B.B.M. and B.C.A.
ANU Degree I Year – II semester
Communication and Soft Skills (CSS-I)
SKILL PRO—I
MODEL PAPER 2016-17
(Prepared according to the University prescribed model)
Time: 2 hours
Max marks: 50

Part – A

I. Comprehension for 5 marks:
(A passage of 10 to 15 lines should be given followed
by 5 multiple choice questions: 1x5=5m)

Part – B (unit – I)

II. Objective Type questions for 20 marks, 1 mark for each question 20x1=20m)
Fill in the blanks with suitable answers selected from a, b, c or d.

1. He selected a dress ______ he liked.
   a) Where b) how c) which d) who
2. You cannot see any colours on this. It is a _______ monitor.
   a) Ultra violet b) monochrome c) megamart d) eco friendly
3. He ran very fast. The word ‘very’ in this sentence is
   a) Adjective b) adverb c) verb d) noun
4. Dr. Abdul Kalam was a work_____ person.
   a) Minded b) ridden c) conscious d) related.
5. She is ______ of his character.
   a) Responsible b) noble c) suspicious d) sincere
6. He is ___ Indian and she is ___ European.
   a) A, a b) an, an c) an, a d) the, the
7. Orange: fruit :: beet: _______
   a) Mountain b) insect c) plant d) vegetable
8. Scissors: cut :: ______ write
   a) Book b) bench c) black board d) pen
9. One who goes on foot ______
   a) pedestrian b) eccentric c) fatalist d) optimist
10. One who eats too much:
    a) insatiable b) epicure c) glutton d) egoist
11. Sunita gave money for charity. The verb “gave” is:
    a) An intransitive verb  b) a transitive verb  c) a causative verb  d) a factitive verb
12. The rich man has ______ wealth.
    a) Supercilious b) superficial c) superfluous d) stationary
13. Gujarat was badly _____ by earth quake.
    a) Effected b) affected c) affectioned d) effectioned
14. Chose the synonym of “harsh”:
    a) pretty b) strange c) cruel d) pleasant
15. Choose the synonym of “tiny”.
   a) Very loose  b) very happy  c) very thick  d) very small

16. Find the antonym of “rigid”.
   a) Swift  b) logical  c) sympathetic  d) flexible

17. Find out the antonym of “prevent”.
   a) Facilitate  b) expedite  c) accelerate  d) aggregate

18. Don’t waste water. Please turn ______ the tap.
   a) On  b) off  c) in  d) down

19. It is always better to give ______ our bad habits.
   a) Up  b) in  c) of  d) away

20. The meaning of ‘one in a blue moon’ is:
   a) Frequently  b) hardly ever  c) very seldom  d) in the light of a blue moon.

III. Answer the following in a word: (one word substitutes) 5 x 1 = 5m
1. A medicine that prevents decomposing: ____________
2. A person with an evil reputation: ____________
3. One who abstains from alcoholic drinks ____________
4. A place where fishes are kept: ____________
5. Short amusing account of an incident: ____________

IV. Fill in the blanks with articles, or prepositions or with suitable verb forms: 5 x 1 = 5m
1. Mohan got _____ the train at Visakhapatnam and he got _____ at Vijayawada.
2. The lawyer acquainted the client _____ the facts _____ the case.
3. My cousin _____ (recently get) this job.
4. Many of my teachers _____ (work) in this college since 1995.
5. _____ little ship was on _____ sea.

Part - D

V. Answer any one of the following 1 x 5 = 5m
1) Write a note on the types of listening.
2) What is the difference between active listening and passive listening?
3) What are the factors that affect the listening process?

VI. Answer anyone of the following: 1 x 5 = 5m
1) How can we become good readers? What are the qualities of good readers?
2) Bring out the difference between ‘skimming’ and ‘scanning’.
3) What is intensive reading and what is extensive reading?

Part - E

VII. Match the phrase in Column A with their meanings in Column B: 5 x 1 = 5m

<table>
<thead>
<tr>
<th>Column A</th>
<th>Column B</th>
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<tbody>
<tr>
<td>Gift of the gab</td>
<td>a) refused</td>
</tr>
<tr>
<td>A black sheep</td>
<td>b) take care of</td>
</tr>
<tr>
<td>Turn down</td>
<td>c) resign</td>
</tr>
<tr>
<td>Stand by</td>
<td>d) worthless fellow</td>
</tr>
<tr>
<td>Look after</td>
<td>e) support</td>
</tr>
<tr>
<td></td>
<td>f) fluency of speech</td>
</tr>
</tbody>
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ACHARYA NAGARJUNA UNIVERSITY

B.A/B.Com/B.Sc/BCA Degree Examinations
CBCS-General English-SEMESTER-II
Model Question Paper-2016-2017

Time: 3Hrs. Max.Marks: 75

Section-A (prose)

I. Answer any two of the following:
   a) What attitude, according to Haldane, is to be adopted by people in solving social and human Problems?
   b) How does Gardiner refer to a greeting without handshake?
   c) "Science directs the people in many ways". How?
   d) Does the author support or oppose the practice of shaking hands? Give reasons from the text to Support your answer.

Section-B (Poetry)

II .Answer any two of the following:
   a) What is the central idea of the poem,"Ode to Autumn?"
   b) How is the poet crushed by the customs and traditions in the society?
   c) What does Keats symbolize in the second stanza of the poem "Ode to Autumn?"
   d) Why did Kishwar Naheed mention the phrase "captive minds "in the poem?

Section-C (Short stories)

III. Answer any two of the following:
   a) What do you think is the actual reason for the collapse of the bank?
   b) What was the impact of war on Subbiah's business?
   c) Why could not the manager arrange for the emergency funds? What did he declare and urge?
   d) How did Subbiah meet his tragic end?

Section-D (Drama)

IV. Answer any two of the following:
   a) What was the first cause of argument between Natalia and Lomov?
   b) Do you think Lomov is really sick or did he act to be sick? Give reasons.
   c) Who do you think is at fault in this play? Give reasons to substantiate your answer.
   d) Finally, What do you think was the reason for Natalia and Lomov getting married?

Section-E(Language Activity)

V. Rewrite the sentences as directed without changing the meaning.
   i) VOICE;
      a) They elected Kumar as Captain.
      b) Deposit this money in the bank.
      c) The thief was arrested by the police.
   ii) DEGREES OF COMPARISON;
      a) Words Worth is one of the greatest poets in English.(change in to positive degree)
      b) A good enemy is better than a foolish friend.
      c) Ashwin bowls faster than Jadeja.
iii) Direct and indirect SPEECH;
   a) Ramesh said, "I have passed the examination."
   b) He said to her, "What is your name?"
   c) "Clean the black board", the teacher said to me.
   d) "Oh, God! I have lost my necklace," said the young lady.

VI) Read the following passage and answer the questions given below.
(A comprehension passage from the Prose lesson followed by five questions)

VII) Read the following passage and answer the questions given below.
(A comprehension passage from the Short Stories/Text followed by five questions)

VIII) Construct a dialogue between a teacher and a student on Public Speaking.

IX) Read the following conversation and fill in the blanks
Kumar: Hi Ravi! Are you free this evening?
Ravi: ____________________
Kumar: I'm getting bored. How about going for a movie?
Ravi: Ok, then. Shall we watch ________?
Kumar: sounds like a great idea, but can we get tickets?
Ravi: Don't worry ________
Kumar: Great, when does the film start?
Ravi: ____________________.
Kumar: ____________________
Ravi: Bye, see you then.

X) Write a composition on the hints given below

Reading hobby ___ good and bad books ___ of the hour and forever ___books as best companions ___ they ___ entertain, educate and enlighten ___ make one forget one's loneliness ___ guide and make one's life richer ___ a good book, a life blood of master's spirit ___ Carlyle's concept of true university, a collection of books.

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Semester – IV
Communication and Soft Skills – III
Model Paper 2016-17

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UNIT – I (SOFT SKILLS)

1. Answer any two of the following:
   (Two questions out of Four should be answered) 2 x 5 = 10 m
   a. What are the important characteristics of positive thinking?
   b. How to improve good body language skills? Give some tips.
   c. What are the advantages of SWOT analysis for students?
   d. What is Netiquette? How should Social Media be used in a proper manner?

UNIT – II (PARAGRAPH WRITING and DEVELOPING IDEAS)

2. Answer any two of the following:
   (Two questions out of Four should be answered) 2 x 5 = 10 m
   a. Discuss the point of ‘Cohesion’ in paragraph writing.
   b. Write a short note on the types of paragraph.
   c. Expand one of the following into a paragraph:
      i. Example is better than precept.
      ii. Knowledge is power.
   d. Write a paragraph on the topic “The Importance of Athletics in Curriculum”.

UNIT – III (PARAPHRASING AND SUMMARISING)

3. Answer the following: 2 x 5 = 10 m
   a. What are the important elements of paraphrasing?
   OR
   Paraphrase the following passage: (a passage should be given for paraphrasing)
   b. What are the stages of summarizing?
   OR
   Read the following passage and summarize it in your own words:
   (A passage to be given for summarizing)

Continued Page... 2
UNIT – IV: (LETTER WRITING AND E-CORRESPONDENCE)

4. Answer the following: 2 x 5 = 10m
   
a. Your uncle is seriously ill. Write a letter of sympathy to your aunt.
   OR
   Write a letter to your District Collector requesting him to participate in “Swatch Bharat” of your college.

b. One of your friends has recently left for Singapore for doing MS. You miss him very much.
   Write an E-mail to your friend.
   OR
   You want to buy a mobile phone on-line. Write an E-mail to the Manager of the company asking for some details of the phone.

UNIT – V: (CURRICULUM VITAE/RESUME AND COVER LETTER)

5. Answer the following questions: 2 x 5 = 10m
   
a. Prepare Curriculum Vitae for the post of Front Office Assistant – must be a graduate – fluency in English is a must – knowledge of computers preferable – good communication skills.

b. What is a cover letter? Draft a cover letter to a company of your choice.

End****

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