

ACHARYA NAGARJUNA UNIVERSITY
B.A., B.Com., B.Sc. Degree Examinations
CBCS, Semester-I
Communication and Soft Skills
Model Question Paper

2 Hours

50 Marks

I. Answer ten of the following questions 10x3:30

- a) Define Communication?
- b) In what situations would you use formal communication?
- c) What are the barriers to effective listening?
- d) Explain some of the traits of a good listener.
- e) Write a note on syllables.
- f) Describe intonation.
- g) Give a few examples of the use of falling tone.
- h) What are prefixes and suffixes? Explain with examples.
- i) Write a note on informal communication
- j) Explain the process of communication
- k) Write a brief note on non-verbal communication.
- l) What are the components of communication?
- m) What is formal communication?
- n) Describe encoding.
- o) Explain 'kinesics'.

II. Mark stress of five of the following words 1x5:5

- a) occasion
- b) illogical
- c) below
- d) carriage
- e) admiration
- f) electrical
- g) photography
- h) politician


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III. Mark the tone of five of the following sentences

1x5: 5

- a) Is he coming?
- b) Good morning.
- c) Where is the manager?
- d) Get out.
- e) Please sit down.
- f) It is hot today.
- g) What a marvelous achievement!
- h) Have you finished your assignment?

IV. Use five of the following affixes in your own sentences.

1x5:5

- a) hemi
- b) sub
- c) less
- d) retro
- e) contra
- f) trans
- g) post
- h) mono

V. Write one word substitutes for the following words


3x1: 3

- a) longing for the past
- b) to shout loudly
- c) one who always expects bad things to happen

VI. Identify the number of syllables in the following words.

1x2:2

- a) introduction
- b) positively


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