

C 4120

B.Sc./B.A./B.Com./B.B.M./B.C.A. (Three Year) DEGREE EXAMINATION,
MARCH/APRIL 2017.

End Semester Examination

Fourth Semester

Foundation Courses

COMMUNICATION AND SOFT SKILLS — III

(Common for all UG Courses)

Time : 2 Hours

Max. Marks : 50

PART — A

Answer the following choosing the right option.

(10 × 1 = 10)

1. Start the day with _____ things not entertainment.
(a) emotional (b) educative
(c) movies (d) negative
2. If you fail to plan, you plan to _____.
(a) goal (b) believe
(c) expect (d) fail
3. We should break _____ habits.
(a) negative (b) positive
(c) realistic (d) attitude
4. W stands for _____ in SWOT.
(a) Word (b) Weaknesses
(c) Weather (d) None
5. Being driven by _____ rather than impulses is emotional intelligence.
(a) emotions (b) intelligence
(c) feelings (d) people
6. An emotionally intelligent person _____ to situations.
(a) withdraws (b) adapts
(c) teaches (d) searches

Turn Over

7. Netiquette means _____ etiquette.
 (a) skills (b) corporate
 (c) social (d) internet
8. You can play with words, but your _____ never lies.
 (a) soul (b) mind
 (c) body (d) mouth
9. _____ emotions have a negative impact on our personality.
 (a) Expressed (b) Suppressed
 (c) Reflective (d) Emphatic
10. One should always use _____ language when someone interrupts you.
 (a) polite (b) harsh
 (c) tough (d) weak

PART — B

11. Write a paragraph of about 200 words on any ONE of the given topics. (10)
 (a) My ambition
 (b) Knowledge is power.

PART — C

12. Make a précis of the following passage, reducing it to about one third of its length and suggest a suitable title. (10)

Over-eating is one of the practices among those who think that they can afford it. People over eat to their disadvantage. This class of people could save a great deal of food by missing one meal per week and at the same time improve their health. A heavy meal at night, the so-called 'dinner' is the fashion with many and is taken shortly before retiring. It is unnecessary and could be forgone not only once a week but daily without loss of strength. Three to four hours are required to digest food. While sleeping, this food is not required to give energy for work and is in many cases converted into excess fat, giving rise to over-weight. The evening meal should be light, taken three to four hours before sleeping. This prevents over-eating, conserves energy and reduces the cost of food.

PART — D

13. Write any ONE of the following letters : (10)
 (a) Write a letter to the editor of a newspaper requesting for a children's park in your locality
 (b) Write a letter to your brother congratulating him for securing high marks in his exam.

PART — E

14. Write a resume using the given hints : (10)

RK Varun – 23 years – 10/4 Geetanjali, Waltair Uplands, Vizag - 02 – 9846738538
– rkvarun@gmail.com Postgraduate in Commerce 69% Andhra University –
Intermediate – 76% MEC, SSC – 82% P.G. Diploma in Systems Management,
NIIT, Languages known – English, Telugu, Hindi. One Year experience as
accountant.
