

C 4120

B.A./B.Com./B.Sc./B.B.A./B.C.A. DEGREE EXAMINATION, MARCH/APRIL 2018.

End Semester Examination

Fourth Semester

Foundation Course

(Regular/Supplementary)

COMMUNICATION SKILLS AND SOFT SKILLS – III (CSS – III)

(Common for all UG courses)

Time : 2 Hours

Max. Marks : 50

PART – A

Answer the following choosing the right option. **(10 × 1 = 10 Marks)**

1. People with positive attitude believe that happiness and success depends on our _____.
(a) wealth (b) parents
(c) choice (d) none of the above
2. A positive attitude is indicative of a person's _____ outlook.
(a) optimistic (b) negative
(c) destructive (d) critical
3. Good team leaders are _____ and encouraging.
(a) boastful (b) authoritative
(c) dominating (d) supportive
4. Kinesics is the study of _____.
(a) movement (b) body language
(c) tone (d) relationships
5. _____ is not a sign of confidence.
(a) Erect posture (b) Smile
(c) Wringing hands (d) Eye contact maintained
6. T stands for _____ in SWOT.
(a) threats (b) telephone
(c) television (d) twitter

Turn Over

7. SWOT analysis helps to achieve our _____.
- (a) subjective (b) objective
(c) pleasure (d) favour
8. Emotional competence is a _____ trait.
- (a) born (b) bought
(c) needless (d) learnt
9. _____ emotions can hamper our ability to think clearly.
- (a) Good (b) Controlled
(c) Uncontrolled (d) None of the above
10. Your e-mail is an _____ for your company.
- (a) ambassador (b) citizen
(c) netizen (d) accuser

PART — B

11. Write a paragraph in about 200 words on any ONE topic. (10)
- (a) College life
(b) My happiest day.

PART — C

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

Trees give shade for the benefit of others while they themselves stand in the sun and endure scorching heat. They produce the fruit by which others profit. The character of good men is like that of trees. What is the use of this perishable body, if no use of it is made for mankind? Sandalwood, the more it is rubbed the more scent does it yield. Gold, the more it is burnt, the more brightly does it shine. Sugarcane, the more it is peeled and cut into pieces, the more juice does it produce. The men who are noble at heart do not lose these qualities even in losing their lives. Happen what may, those who tread in the right path will not set foot in any other. Life itself is not profitable to a man who does not live for others. To live for the mere sake of living one's life is to live the life of dogs and cows.

PART — D

13. Write any ONE of the following letters : (10)
- (a) Write a letter to the Municipal Commissioner complaining about the pot holes on roads in your locality.
(b) Write a letter to a friend who lost his mother.
14. A leading newspaper has advertised for the post of trainee journalists. Prepare a résumé specifying your suitability for the job. (10)
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