

**C 3120**

U.G. (Three Year) DEGREE EXAMINATION, NOVEMBER/DECEMBER 2016.

Third Semester

COMMUNICATION SKILLS AND SOFT SKILLS – II

(Common for all U.G. courses)

*Time : 2 Hours*

*Max. Marks : 50*

**PART – A**

I. Answer the following questions. **(25 × 1 = 25 Marks)**

1. English is a \_\_\_\_\_ timed language.  
(a) syllable (b) stress  
(c) time (d) music
2. Exclamation marks are used to show \_\_\_\_\_.  
(a) owner ship (b) happiness  
(c) anger (d) surprise
3. Plosives are \_\_\_\_\_ in number.  
(a) 4 (b) 6  
(c) 5 (d) 3
4. Vowel glides is the other name for \_\_\_\_\_.  
(a) diphthongs (b) vowels  
(c) minimal pair (d) consonants
5. The word 'computer' has \_\_\_\_\_ syllables.  
(a) 3 (b) 4  
(c) 2 (d) 5
6. Grooming is a skill needed in \_\_\_\_\_.  
(a) interview stage (b) pre interview stage  
(c) role plays (d) debates
7. /a:/ is a \_\_\_\_\_ vowel.  
(a) long (b) short  
(c) central (d) dull

Turn Over

8. Data is graphically represented both vertically and horizontally in a \_\_\_\_\_.
- (a) pie chart (b) bar diagram  
(c) table (d) line graphs
9. Nasal sounds are \_\_\_\_\_.
- (a) /ptk/ (b) /jwr/  
(c) mn / (d) /bdg/
10. Falling tone is used in \_\_\_\_\_.
- (a) commands (b) wh-questions  
(c) orders (d) exclamations
11. How many sounds are there in English?
- (a) 44 (b) 11  
(c) 26 (d) 24
12. Speaking is a \_\_\_\_\_ skill.
- (a) receptive (b) productive  
(c) clear (d) dull
13. Group discussion helps to develop \_\_\_\_\_ skills.
- (a) communication skills (b) hard skills  
(c) reading skills (d) writing skills
14. What is the silent letter in the word 'honour'?
- (a) R (b) h  
(c) n (d) u
15. The exact words of a speaker are put into \_\_\_\_\_.
- (a) ( ) (b) “ ”  
(c) : (d) ?
16. Public speaking is a \_\_\_\_\_ skill.
- (a) natural skill (b) developed skill  
(c) inherited skill (d) hard skill
17. The word 'education' has stress on \_\_\_\_\_.
- (a) first syllable (b) second syllable  
(c) third syllable (d) fourth syllable

18. Group discussion analyses \_\_\_\_\_.
- (a) assertiveness (b) creativity  
(c) adaptability (d) all the three
19. Every syllable must have a \_\_\_\_\_ compulsorily.
- (a) consonant sound (b) vowel sound  
(c) word (d) letter
20. /h/ is a \_\_\_\_\_ sound.
- (a) glottal (b) nasal  
(c) fricative (d) affricate
21. \_\_\_\_\_ is a formal greeting.
- (a) catch you later (b) hi  
(c) bye (d) hello
22. Information transfer helps to \_\_\_\_\_ information.
- (a) expand (b) interpret  
(c) predict (d) brief
23. Rising tone is used in \_\_\_\_\_.
- (a) yes/no questions (b) orders  
(c) commands (d) comments
24. Good body language is not required in \_\_\_\_\_.
- (a) interviews (b) group discussions  
(c) presentations (d) telephonic interview
25. During the Presentation the presenter should have \_\_\_\_\_ kind of dress.
- (a) informal (b) formal  
(c) stylish (d) dandy

PART – B

II. Answer in a sentence :

(10 × 1 = 10 Marks)

26. What are the tools used in presentations?
27. What are the three stages of a debate?
28. What are Plosives?
29. What are vowel glides and how many vowel glides are there?

30. What is SWOT analysis?
31. What are passive articulators?
32. Write any two skills assessed in Group Discussion.
33. What is the use of Phonetics?
34. What are the benefits of role plays?
35. What is intonation?

PART – C

III. Answer in a word : **(10 × 1 = 10 Marks)**

36. A group discussion is like a \_\_\_\_\_ before interview.
37. Telephonic Interview needs \_\_\_\_\_.
38. \_\_\_\_\_ is used to denote information in columns and rows.
39. The degree of politeness needed with colleagues is \_\_\_\_\_
40. The number of vowels in English Phonetics is \_\_\_\_\_.
41. This punctuation mark \_\_\_\_\_ shows contraction and possession.
42. Syllable is a \_\_\_\_\_ unit.
43. A pie chart is a \_\_\_\_\_ diagram showing different parts.
44. The scientific study of speech sounds is called \_\_\_\_\_.
45. Communication Skills are both \_\_\_\_\_ and non-verbal.

PART – D

IV. Match the following : **(5 × 1 = 5 Marks)**

- | A               | B           |
|-----------------|-------------|
| 46. /l/         | semi vowel  |
| 47. /b/ and /p/ | front vowel |
| 48. /i:/        | lateral     |
| 49. /f/ and /v/ | plosives    |
| 50. /w/         | fricatives  |