

MODEL QUESTION PAPER FOR SOFT SKILL

(w.e.f.2013-2014) onwards.

for Under graduate and 5 year Integrated Degree Courses.

ESSENTIALS OF LANGUAGE AND COMMUNICATION LEVEL –I

Time: 3 hours

Subject: Soft Skills

Marks: 50 marks

PART – I

ANSWER ANY 10 OF THE FOLLOWING

(10X2 =20)

- 1.(a)Mahatma Gandhi is known as the Father of the Nation (Frame an interrogative sentence)
(b) India is a great country. (Change into an exclamatory sentence)

2. Change the Voice

- (a) The play was written by William shakespeare
- (b) Senior students organized the school festival last year.

3. Fill in with phrasal verb

- (a)If you _____ a post office, can you buy some stamps?
- (b) This year I'm going to _____junk food.

4. Punctuate the following

Oh poor Rekha repeated Sumitras mother but I didn't get this rice from their place i got this stuff from their rivals the Nilgiri mills.

5. What do you mean by Oral Fluency?

6. Mention the types of Sentences and give examples for each?

7. Do you think fluency is important and what are the barriers?

8. Fill up the blanks with appropriate word given in the brackets.

- (a) He said he _____ where the place was. (Knew/ new)
- (b) Steel _____ made of Iron (be)

9. Fill in with prepositions:

Many people who lived _____ the street also came out. Everyone got buckets

_____ their houses. E filled the buckets _____ a lot _____ sand.

10. Change the following sentences into indirect speech
(a) Ramesh commented, "The place looked so different ten years ago"
(b) I said to her, 'I cannot talk to you now.'
11. Change the following sentences into direct speech:
(a) I enquired whether she had left the job.
(b) Vikas requested me to help him find the way.
12. (a) _____ (Adverb of time) was the institution established
(b) _____ (interrogative adverb of Place) do you come from?
13. (a) He _____ (take) interesting photographs
(b) She _____ (come) late to college every day.
14. Rearrange the jumbled sentences and make two meaningful sentences.
(a) Are a / of / Video games / entertainment/ source/ fun/ and/ very/ But/ children /they lazy/ make.
15. Fill up the blanks with appropriate verb form given in the bracket.
(a) Linguistics _____ (is /are) an interesting subject.
(b) Today's weather _____ (be) bad than what it was yesterday.

PART – B

ANSWER ANY 5 OF THE FOLLOWING

(5x6=30)

- 1 What are the characteristics of Brain storming?
- 2 List out the differences between Spoken and written forms.
- 3 What do you mean by articulation?
- 4 Write a paragraph on Note Taking
- 5 What are the essentials of Proof Reading
- 6 What techniques do you follow in generating ideas?
- 7 What are the features of Non-verbal communication?
- 8 What are LSRW Skills? Elucidate.

ESSENTIALS OF LANGUAGE AND COMMUNICATION - LEVEL –II

Time : 3 hours

Subject: Soft Skills

Marks : 50 marks

PART – I

ANSWER ANY 10 OF THE FOLLOWING (10X2 =20)

1 Complete the dialogues

A: Hello

B: _____ could _____ Mrs. Rajan please

A: _____

B: _____

A: Thank you

2 What are the misconceptions about Listening?

3 Write down dialogue between the candidate and the Personal Manager in an interview.

4 What are the tactics of Listening Skills?

5 Rewrite using (may /might)

(a) You should carry a map when you visit Delhi.

If you don't, _____

(b) You should check the timetable before you leave for the station.

If you don't, _____

6 What are the features of public speaking?

7 What the difficulties one would come across while reading?

8 How to overcome barriers of Listening Skills?

9 Rearrange the jumbled sentences:

(a) items carpet the small she inspected for .

(b) it . the bulb time was light to change

10 Fill in with suitable Modal verbs..

(a) _____ we play now or later?

(b) You _____ not be so fussy about food.

11 What are the various ways of acquiring Reading skills?

12 Fill in the blanks with interrogative pronouns:

(a). _____ is the colour of your umbrella?

(b). _____ did you lose your umbrella?

13 What is the difference between an Interviewer and an Interviewee?

14 Complete the discussion

Mother :Geetha wants to join western dance classes in the evening at RAACK academy.

What do you think?

Father :

Mother :What timing shall we opt for?

Father :

Mother :

Father :

Mother :

15 What are the salient features of Comprehension?

PART – ANSWER ANY 5 OF THE FOLLOWING:

(5x6=30)

- 1 Write a Covering Letter to a company responding to their advertisement
- 2 What do you mean by Business Communication? Explain with examples.
- 3 Prepare your own Curriculum Vitae.
- 4 What are the salient features of Writing Research papers?
- 5 An accident happened at 11.30 a.m. on Mount Road. A 40 year old woman was injured. Write a report to the News Paper narrating the incident.
- 6 Write an Acceptance Letter to a company which had sent you the Selection Letter for the interview that you had attended last Wednesday.
- 7 Write a Circular of announcing the details and the orders to be followed for the Independence Day celebrations in your college.
- 8 Write a note on the methods of enhancing Writing Skills.

ESSENTIALS OF SPOKEN AND PRESENTATION SKILLS – LEVEL-I

Time: 3 hours

Subject: Soft Skills

Marks: 50 marks

PART – I

ANSWER ANY 10 OF THE FOLLOWING

(10X2 =20)

- 1 How will you introduce yourself to a new teacher?
- 2 What are the features of informal conversation?
- 3 What are the features of Effective Business Etiquettes?
- 4 How to perfect Oral skills?
- 5 Write a dialogue between a shop keeper and a customer regarding an enquiry?
- 6 How do you enquire the route to Saidapet from Anna Nagar and what are all the details will you gather?
- 7 What are Aural Skills?
- 8 How does communication help in Business?
- 9 How will you express your anger about the traffic jam to your classmate?
- 10 Write a dialogues asking sorry to a friend for misplacing her pen.
- 11 Ask sorry and further modalities to a Librarian for having lost a book.
- 12 Make questions for the following answers?
 - (a). I was standing near a balloon seller.
 - (b). Athletes can run very fast.
- 13 How will you resolve a conflict between two friends fighting for the window seat?
- 14 Write a report on a telephonic conversation you had with your father's colleague in his absence.
- 15 Write a short birthday invite of your younger sister.

PART – B

ANSWER ANY 5 OF THE FOLLOWING:

(5X6=30)

- 1 Write a story with these hints in about 200 words

A group of 10 foolish boys—went to take a dip in the river – then they count—and find one missing—another boy counted—again a boy missing –boys cried—passerby enquired—then he counted—forgot to count yourself—boys felt ashamed

- 2 What are the features of Team Presentation?

- 3 What are the etiquettes needed for Business Communication?
- 4 What is the difference between Extempore and a Lecture?
- 5 Frame 10 questions that can be asked while interviewing for the post of Admin Clerk?
- 6 Write down a Group Discussion on the topic Global Warming.
- 7 How will you report a business meeting on the change of timing and transport facility that was about to be implemented from the next calendar month?
- 8 Prepare a speech for the upcoming Republic day.

ESSENTIALS OF SPOKEN AND PRESENTATION SKILLS – LEVEL-II

Time : 3 hours

Subject: Soft Skills

Marks : 50 marks

PART – I

ANSWER ANY 10 OF THE FOLLOWING

(10X2 =20)

- 1 What do you understand from the term Kinesics?
- 2 What are the nuances of Speech Delivery
- 3 How will you motivate your friend who is frightened to take up the University Examination?
- 4 What do you mean by Para Linguistics?
- 5 What do you mean by the term Proxemics?
- 6 How will you resolve a conflict between two colleagues who want to present their project first in the classroom seminar?
- 7 How will you introduce yourself to the new members of the company you have just joined?
- 8 What are the queries you will put forward to the management before you join the organization?
- 9 How will you ask your new friend in the company to help you with the teething problem of settling down?
- 10 What are the predominant features of Group Discussion?
- 11 What techniques will you adopt as a team leader to improve the performance of your team?
- 12 What are the qualities of a team leader?
- 13 What do you understand by the term Personality?
- 14 What are the types of Non – functional behaviors?

PART – B

ANSWER ANY 5 OF THE FOLLOWING:

(5X6=30)

- 1 What is a mock presentation?
- 2 Write down an interview for the post of computer analyst?
- 3 How to prepare for an interview?
- 4 Write a note to your friend assessing your performance in an interview and voice out your chances too.
- 5 Write down a speech presentation welcoming the chief cardiologist of a reputed hospital.
- 6 Write down the itinerary and the schedule of the programme as a report to your senior official about the onam celebrations in your wing?
- 7 What are the intricacies one should follow while attending an interview?
- 8 Write down how will you deliver a presentation about any project of yours?

TECHNICAL WRITING AND PRESENTATION

Time: 3 hours

Subject: Soft Skills

Marks: 50 marks

PART – I

ANSWER ANY 10 OF THE FOLLOWING

(10x2 =20)

- 1 Complete the questions using suitable interrogative adjectives.
 - (a). _____ mother is a doctor?
 - (b). _____ plans do you have for tomorrow?
- 2 Give one word meaning for the following sentences.
 - (a). Something that is assumed as true. _____
 - (b). A mixture of organic matter such as leaves used for fertilizing soil. _____
- 3 Write the Antonyms for the following words
 - (a). Polite
 - (b). Ascending
 - (c). Discipline
 - (d). Harmony
- 4 Write the various types of sentences?
- 5 Punctuate the following
what is that father asked miranda in wonder.
- 6 Write sentences that match the suggestions given in brackets
 - (a). _____
(Disagree with a statement made by someone)
 - (b). _____
(Agree with someone's opinion on a film)
- 7 Fill up the blanks with the correct Verb form.
 - (a)She always ----- (complete) her work on time.
 - (b) He _____ (go) for a morning walk every day.
8. Write the outline of the story you have read recently.
- 9 What do you mean by the term indentation?

- 10 What are abbreviations?
- 11 What are Appendices?
- 12 What is an abstract?
- 13 What are the contents of a cover and title page?
- 14 How to quote references?
- 15 What is a Preface or a Foreword?

PART – B

ANSWER ANY 5 OF THE FOLLOWING(5X6=30)

- 1 How to present a Report?
- 2 Write a report about the Dengue Fever outbreak in your locality to the Corporation authorities,
- 3 What is the difference between oral and written presentation?
- 4 What are the characteristics of a Good Presentation?
- 5 Write a note on Proof Reading symbols that you know of?

6 **Comprehension:**

In the city, major chunk of girls drive two-wheelers and 67% of them wear helmet while driving. Similarly, 73% of women, who drive cars and SUVs, tie seat belt and use indicators while turning the vehicle. They lay more stress on speed limit instructions and do not jump signals. Women drivers carry driving license (DL) and documents with them. The RTO officers claim that there has been an increase in the number of women applicants seeking DL. They said that awareness among women has increased manifold regarding traffic rules and regulations. Traffic inspector Indra Pal Singh pointed out that women drive more carefully and slowly in comparison to men. Youngsters (males aged between 18 and 26 years) were least bothered. They most often drive recklessly and jump traffic signals. Though the strength of male drivers driving two-wheelers with helmet is increasing but the fact is that hardly 52-55% men wear helmet. There were cases of non-fatal collision between vehicles involving women drivers. Majority of women prefer to park vehicles at authorized slots. The traffic police have women wardens who apprise drivers about road safety norms and encourage them to follow it. The traffic police have geared up to check the cases of rash driving and deputed teams at 32 important crossings and intersections to nab defaulters. Teams comprising traffic constables and home guards have been deputed at main crossings. In the past one week, over 413 defaulters were panelized.

- a) What is the essence of the passage?
- b) What is the present trend of people buying vehicles?
- c) What does the writer tell about wearing helmets?
- d) What does the writer tell about women drivers?
- e) What do gather about male drivers?

- 7 Write a report of the Tsunami to the local newspaper.

8 **Note making:**

Lifestyle, mounting work pressure and over-ambition are leading to increasing cases of brain hemorrhage among the 20-30 age groups, doctors say. According to Dr K B Shankar, assistant professor of Neuro Surgery at Safdarjung Hospital, brain strokes were earlier noticed in the elderly age group with high blood pressure and diabetes being the main causes. “But recently there have been increasing cases of patients with brain hemorrhages at an early age primarily because of the lifestyle that we follow,” Shankar told PTI. He says incidents of strokes annually in India is 100-150 per 1, 00,000 people, according to an epidemiological survey. This amounts to 1-1.5 million new cases of strokes, of which 15-20 per cent occur in patients aged less than 30 years. Shankar lists high level stress, work pressure, irregular work patterns, competitive environment, lack of good sleep, unhealthy and untimely eating habits, lack of exercise and genetic factors as causes of brain strokes. “All these ultimately lead to hypertension and diabetes at an early age that causes brain strokes,” he says. Backing Shankar’s view, DrVikasDikhav, a senior research officer in the department of neurology at Ram ManoharLohiya Hospital, says hypertension is the main cause of bleeding in the brain. “Many a times, patients are not aware of high blood pressures and therefore they may not know that they are harbouring a ticking time bomb, waiting to explode. At times, the high blood pressure counts don’t even reflect the high level stress, and it may be spiking dangerously when they are stressed or exerting themselves,” he says.
