ANDHRA UNIVERSITY -VISAKHAPATNAM
A Course in Communication and Soft Skills – I
(Common with B. A, B.Sc., B. Com, B.B.A, B.C.A, B. B. M)
(Effective from 2023 – 2024 Admitted Batch)

TIME: Three Hours   Max. Marks: 75

UNIT-I

I. Answer any THREE of the following questions.   3 x 5 = 15

1. Differentiate between 'Hearing' and 'Listening' with examples.
2. What are the different types of Listening skills?
3. Explain any three stages of the listening process.
4. What are the barriers to listening? Explain in detail.
5. What role does feedback play in the process of listening?

UNIT – II

II. Read the following transcriptions and write spellings.   5 x 1 = 5

a. /ədvenʧə(r)
b. /juːnivəsiti/
c. /driːm/
d. /hjuːmən/
e. /səkses/

III. Identify the number of Syllables in the following words.   5 x 1 = 5

a. Scholarship

b. Opposition

c. Competition

d. Examine

e. Communication

IV. Mark the STRESS for the following words.   5 x 1 = 5

a. Prepare

b. Beauty

c. Consent

d. Education

e. Deception

(Or)

What is meant by 'Intonation'? How is the tone indicated?

UNIT – III

V. **Fill in the blanks with suitable articles.**   3 x 1 =3

    a. When I was at the zoo I saw____ one-eyed cow.

    b. Mr. Rao is _____MLA.

    c. ____more you learn, the more you benefit.

VI. **Fill in the blanks with suitable prepositions.**   3 x 1 = 3

    a. Ramani is junior _____me.

    b. Rohan's marriage is ____14th November.

    c. Ravi goes to the university__foot.

VII. **Fill in the blanks with suitable verb forms.**   4 x 1 = 4

    a. Vamsi_____(play) cricket yesterday.

    b. She_____(read) the book for two hours.

    c. Milk _____white (use suitable 'be' form).

    d. India _____Independence in 1947 (get).

VIII. **Correct the following sentences (Concord)**   3x 1=3
    1. The news are very strange.
    2. One of my books are in the library.
    3. Slow and steady win the race.

IX. **Add a suitable Question Tag**   2x 1=2
    1. I am a dancer,_____
    2. Let's complete the work,_____

UNIT – IV

X. **Answer any ONE of the following questions.**   1x 5 = 5

    1. Why does Obama in his speech say that change has come to America?
    2. What are the six leadership traits that Kalam talks about?

XI. **Answer any ONE of the following.**   1x 5 = 5

    1. You are working on your presentation but you do not know how to insert a table into one of the slides. You call a friend and ask for help. Write down what you would say.

    2. You are unwell and miss your English class. The next day you meet your English teacher to discuss what you missed and what you need to study. Write down what you would say.

XII. **Answer any ONE of the following questions.**   1x 5 = 5

    1. Introduce yourself in an interview.

    2. Construct a dialogue between two friends to discuss where to go at the weekend.

UNIT– V

XIII. Answer any THREE of the following questions.   3 x 5 = 15

1. Explain the characteristics of the emotional intelligence.

2. What is positive attitude? What are the advantages of positive thinking?

3. How can you develop good interpersonal skills?

4. Explain how the SWOC/T model can be used to analyse an individual.

5. Explain the social media Etiquette for the students.

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