

AcharyaNagarjuna University
A Course in Communication and Soft Skills
Model Question Paper
Semester-I

Max Marks: 75

Time: 3 hours

SECTION-A

1. Answer any **TWO** of the following in about 50 words : 2x5=10

1. Explain the difference between listening and hearing.
2. Why is listening so important?
3. What are the barriers to listening?
4. How can you make your listening effective?

SECTION-B

I.1. Read the following transcriptions and write **ANY FIVE** words in ordinary spelling: 1x5=5

a. /get/ b. /ʃʊd/ c. /kri:m/ d. /ə'gen/ e. /ðem/ f. /meni/ g. /hɪə/ h. /br'twi:n/

2. Mark **STRESS** of the following words: 1x5=5

a. believe b. English c. vacation d. photograph e. possibility

3. Mark and name the **TONE** for the following words: 1x5=5

- a. He comes to college every day.
- b. Amazing!
- c. Please open the window.
- d. My mother works hard.
- e. Open the window. (order)

SECTION-C

III. 1. Choose the **CORRECT FORM OF THE VERB** that agrees with the subject: 1x3=3

- a. One of brothers -----(has/have) gone to college.
- b. Either my teacher or my father -----(helps/help) me in my assignment.
- c. His knowledge of Indian languages -----(is/are) praiseworthy.

2. Fill in the blanks with suitable **MODAL VERBS**: 1x2=2

- a. My grandfather is eighty-five, but he still read and write without glasses. (Ability)
- b. You ----- respect your parents. (responsibility)

3. Fill in the blanks with suitable forms of the **VERBS** given in the brackets: 1x5=5

- a. Fortune ----- (favour) the brave.

- b. If he ----- (work) hard, he will secure a decent job.
- c. It ----- (rain) since morning.
- d. When I went to the station, the train ----- -(leave)
- e. My uncle----- (buy) me a shirt tomorrow.

4. Fill in the blanks with suitable **PREPOSITIONS**: 1x3=3
- a. My friend is good ----- general awareness.
 - b. Many companies prefer soft skills ---- --hard skills.
 - c. My brother left ----- America.

5. Fill in the blanks with suitable **ARTICLES**: 1x3=3
- a. Raju is ----- honest guy in our college.
 - b. ----- poor suffered a lot during lockdown.
 - c. I was ----- first to read the new novel.

6. Complete the sentences with correct **QUESTION TAGS**: 1x2=2
- a. She has secured many prizes, -----?
 - b. My friend is good at heart.-----?

7. Convert the following sentences into **PASSIVE VOICE**: 1x2 =2
- a. Milton wrote the Paradise Lost.
 - b. Stand upon the bench.

8. Rewrite the following sentences into **INDIRECT SPEECH**: 1x2=2
- a. Rahul said, “ I have sent the email”.
 - b. Shivaji said to me, “ What is your name”?

9. Change the degree of comparison without changing the meaning: 1x2=2
- a. The Indian Ocean is one of the deepest oceans. (Rewrite using deeper) .
 - b. Abdul Kalam was more committed than all other scientists. (Rewrite using most)

10. **CORRECT THE UNDERLINED PART** of the following sentences: 1x5=5
- a. None can prevent you from reaching your goal.
 - b. I and he attended the interview.
 - c. Sitting on the gate, a scorpion stung him.
 - d. I am understanding the lesson quite well.
 - e. You shouldn't be angry on others.

SECTION-D

- IV.1. Rewrite the following words making corrections in **SPELLING**: 1x3=3
- a. acheive
 - b. accross
 - c. recive

2. Use **PUNCTUATION** and capitals correctly in the following sentence : 1x3= 3

my teacher said to me “ I am glad that you are improving your proficiency in life skills”

3. Write a paragraph of about 50 words on any **ONE** of the following: 1x5=5
- a. My Favourite Job
 - b. Advantages and disadvantages of Social Media
 - c. Pleasures of Reading.

SECTION-E

V. Answer any **TWO** of the following questions in about 50 words: 5x2=10

1. Write a note on the aspects of etiquette?
2. Emotional intelligence assumes a great role in personal and professional lives. Explain.
3. Explain SWOC in your own words.
4. How can a person develop positive attitude?
