

CERTIFICATE PROGRAMME
EXAMINATION

DECEMBER 2020

LISTENING AND SPEAKING SKILLS

Time : 2 hours

Maximum marks : 100

1. Answer any ONE of the following : (1 × 20 = 20)
 - (a) Write an essay on the different types of listening.
 - (b) Discuss the benefits of listening to talks through the audio-visual medium.
 - (c) Examine the purpose of listening and enlist the various obstacles that hinder active listening.

2. Answer any FIVE of the following : (5 × 5 = 25)
 - (a) Differentiate between empathetic and sympathetic listening.
 - (b) What are the benefits of speaking?
 - (c) Differentiate between hearing and listening.
 - (d) Explain the strategy to be followed for being an effective public speaker.

- (e) Narrate a short story with adequate conversation between the characters to highlight the listening and speaking skill.
- (f) Imagine you have organised a seminar in your institution and you have to deliver the vote of thanks. How will you go about in drafting the vote of thanks?
3. (a) Prepare a conversation between a railway cargo booking officer and a garment factory owner, who is enquiring about sending his goods to Bangalore on a given date. Invent the necessary details for the enquiry.
(1 × 5 = 5)
- (b) Write a group discussion amongst four or five members on the topic “Disaster Management during natural calamities”.
(1 × 5 = 5)
4. Elucidate the points to be borne in mind while preparing for an oral presentation. (1 × 10 = 10)
5. Write an essay highlighting English as a complex language because of the arbitrariness between spelling and sound. Substantiate with suitable examples. (1 × 15 = 15)
6. List the different types of group discussion questions. Role play in the form of a discussion among four people.
(1 × 20 = 20)

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READING AND WRITING SKILLS

Time : 2 hours

Maximum marks : 100

1. Answer any one of the following. (1 × 20 = 20)

- (a) How will you improve your reading skill?
- (b) Mention the importance of developing writing skills?
- (c) Write a letter to the manager to apply for the post of accountant.

2. Answer any FIVE. (5 × 5 = 25)

(a) Identify the errors and correct them.
(5 × 1 = 5)

- (i) He plays cricket.
- (ii) Are the checks signed?
- (iii) Ramu won the sheeld.
- (iv) Parents work for there children.
- (v) Kala written from china.

(b) Punctuate the following passage.
(1 × 5 = 5)

the word comprehension is derived from the verb to comprehend which means to understand comprehension therefore means understanding something we comprehend a passage only through its content through the language i.e vocabulary usages idioms phrases syntax and grammar

(c) Prepare your own resume. (1 × 5 = 5)

(d) Write a letter to a friend asking her to spend the vacation. (1 × 5 = 5)

(e) Correct the spellings. (5 × 1 = 5)

(i) Examenaion

(ii) Attendance

(iii) Collage

(iv) arguement

(v) Perfarmance.

3. Mention atleast TEN useful steps to enhance writing skills. (1 × 10 = 10)

4. Make a Precis of the following Passage.

(1 × 15 = 15)

There are many ways of enjoying ourselves, and one of the pleasantest is to meet interesting

people. The world is full of remarkable men and women, but even if we had time to go all over the world to visit them and carried a suitcase stuffed with letters of introduction we should still not be able to encounter more than a small fraction of the people we admire. Soldiers, statesmen, writers, scientists, investors, actors, painters – most of them we shall never meet. But there is one easy way to get to know them all, and that is reading biographies that are written about them.

A biography is the life story of a real person. If it is a good biography it brings its hero as vividly to life as if he were standing in the same room. If you meet him in person you would probably not get more than a polite handshake and a “How do you do?” but in a biography you can find out all about him - What he did when he was a small boy, the way he went about his work, the friends he made, even his taste in neckties. It is not surprising that so many people like to read biographies, for they are a kind of window into a man’s life; the better the biography the larger and clearer the window.

Moreover, anyone who reads biography meets not only the people who are alive today but also those who lived in all the past centuries. The men and women whose lives are worth remembering stretch over the whole of history, like a great lighted procession and we could never make their acquaintance if it were not for biographies.

5. Prepare a report for the activity of Literary association of college. (1 × 10 = 10)

6. Create an advertisement with catchy slogans and display. (1 × 20 = 20)

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