

**Subject: Communication and Soft Skills Syllabus**  
**Semester-I**  
**Paper I: Fundamentals of Communication Skills**

**Unit- I Communication Skills**  
Definition, Process, Types, Barriers

**Unit- II Oral Communication**  
English Sounds, Letters & Words

**Unit-III Listening Skills**  
Types of Listening, Barriers to Effective Listening & Traits of a Good Listener

**Unit- IV Stress & Intonation**  
Word Stress, Sentence Stress, Intonation Patterns

**Unit -V Word Building**  
English & Latin Affixes and Suffixes, One word Substitutes

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**Chairman (B.O.S.)**  
**(20.....Exams)**

1-08



# Sri Venkateswara University

## Model Paper

### I.B.Com/B.Sc/B.A – Communication & Soft Skills Semester – 1, November, 2015

Time: 3 hours

Max Marks: 70

#### Section – A

Answer any FIVE of the following questions. (5x5=25)

1. a) Define Communication, and write the features of Communication?
- b).Write the important barriers of effective communication?
- c).What are pure Vowels? Explain with examples?
- d).What are Organs of Speech and draw a neat diagram?
- e).Why Listening is considered a complex and challenging skill to learn?
- f).What are the barriers to effective listening?
- g).What tone should be used with question tags and requests?
- h).What is Intonation? How many types are there, explain in detail about Intonation with examples?

#### Section – B

Answer ONE question from each unit. (5x10=50)

##### Unit-1

2. Describe the various types of Communication?
3. Write the process of Communication?

##### Unit-II

4. What is Oral Communication? Explain in details about Vowels AND its different types?
5. Explain in detail about Consonants with examples?

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**Unit-III**

6. Write the types of Listening?
7. What are the traits of effective Listening?

**Unit-IV**

8. What is Syllable? Explain the different types of Syllable division?
9. Describe the rules for accent (Stress)?

**Unit-V**

10. Give some examples of Latin affixes?
11. Fill in the blanks with words formed by adding suitable Affixes to the words given in the brackets
  - (a). Kiran Bedi is an \_\_\_\_\_ lady. (ambition)
  - (b). The factory manufactures \_\_\_\_\_ packing (nutrition)
  - (c). Have a \_\_\_\_\_ of water in the morning (glass).
  - (d). Is there any new \_\_\_\_\_ ? (arrange).
  - (e). Your offer is \_\_\_\_\_ to us (accept).
  - (f). The discussion was completely \_\_\_\_\_ (usable)
  - (g). Some people \_\_\_\_\_ eating bitter guard (like)
  - (h) This is one of the best book on \_\_\_\_\_ (feminine).
  - (i) My books are always \_\_\_\_\_ by my brother (placed)
  - (j) These are the best days for \_\_\_\_\_ (talented)

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