

**COMMUNICATION SKILLS AND SOFT SKILLS-1 (CSS -1)**

**II SEMESTER – W.E.F.2016-17**

**COURSE CONTENT** (30 hours)

Vocabulary is considered the key to communication and it plays a great role for learners in acquiring a language. The first unit, therefore, is on the different aspects of vocabulary. Since English is a predicate-oriented language, there are two units on grammar focusing on the verb phrase. Listening and speaking are the two receptive skills. Listening is the basic skill of communication, and reading helps a person refine their writing skills. Unit IV and Unit V are on listening and reading respectively.

**Unit I: Vocabulary Building**

- 1a. Prefixes and Suffixes
- 1b. Conversion
- 1c. Compounding
- 1d. Analogy
2. One-Word Substitutes
3. Words Often Confused
4. Synonyms and Antonyms
5. Phrasal Verbs

**Unit II: Grammar - 1**

1. Types of Verbs
2. Subject-Verb Agreement

**Unit III: Grammar - 2**

1. Meanings of Modals
2. Tense (Present and Past) and Aspect
3. The Several Possibilities for Denoting Future Time
4. Articles and Prepositions

**Unit IV: Listening Skills**

1. The Importance of Listening
2. Types of Listening
3. Barriers/Obstacles to Effective Listening
4. Strategies for Effective Listening

**Unit V: Reading Skills**

1. Skimming
2. Scanning
3. Intensive Reading and Extensive Reading
4. Comprehension

**SV UNIVERSITY, TIRUPATHI**  
**THREE YEAR DEGREE EXAMINATIONS – 2016-17**  
**Foundation Course IV**  
**First Year - SEMESTER II**

Communication Skills and Soft Skills-1

**TIME: 2 Hrs.**

**Max. Marks: 50**

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I. Attempt the following questions.

(A) Fill in the gaps with appropriate **Antonyms** for the following underlined words **4 X ½ = 2**

- a) In politics ten percent of people are honest and the rest are \_\_\_\_\_.
- b) Do you want a prepaid telephone connection or a \_\_\_\_\_ one?
- c) He tied his shoe laces but later \_\_\_\_\_ them.
- d) Some parts of the machine are repairable but most of them are \_\_\_\_\_.

(B) Write the **Synonyms** for the following words. **4 X ½ = 2**

- (1) Density            (2) Guide            (3) Indolence            (4) Profit

(C) Match the following into appropriate **Compound Words**. **4 X ½ = 2**

- | <u><b>A</b></u> | <u><b>B</b></u> |
|-----------------|-----------------|
| 1. News         | (a) stop        |
| 2. Time         | (b) values      |
| 3. Bus          | (c) table       |
| 4. Human        | (d) paper       |

(D) Write **Noun Forms** for the following words by adding a **Suffix**. **4 X ½ = 2**

- (1) Identify            (2) Organize            (3) Inherit            (4) generous

(E) Write **One Word Substitutes** for the following. **4 X ½ = 2**

- (1) One who is recovering from illness
- (2) One who hates women
- (3) A collection of poems
- (4) A handwriting that is not readable

(F) Write **sentences of your own** using any **THREE** of the following **Phrasal Verbs and Idioms**. **3 X 1 = 3**

- (1) break out                      (2) get through      (3) give up  
(4) beat about the bush      (5) black sheep      (6) bag and baggage

(G) Answer the following choosing the **right option** given in the brackets. **4 X ½ = 2**

- (1) We bought \_\_\_\_\_ (stationary/stationery) from this shop.  
(2) She pursued \_\_\_\_\_ (dual/duel) careers in music and acting.  
(3) She is \_\_\_\_\_ (week/weak) in English.  
(4) She was a popular ruler throughout her \_\_\_\_\_ (reign/rain).

**II. Correct the following sentences.** **5 X 1 = 5**

- (1) One of the soldiers were badly injured in the attacks.  
(2) Most of the students has voted for Murali.  
(3) Neither of the books are good.  
(4) Everyone are invited to the party.  
(5) The thief with his followers have escaped.

**III. Answer the following.**

(A) Answer the following choosing the **right option** given in the brackets. **5 X ½ = 2 ½**

- (1) When \_\_\_\_\_ (be/do/have) you visit Ooty?  
(2) What kind of music \_\_\_\_\_ (be/do/have) you like?  
(3) How long \_\_\_\_\_ (be/do/have) you had that phone with you?  
(4) I \_\_\_\_\_ (be/do/have) already seen that film.  
(5) \_\_\_\_\_ (be/do/have) your sister older than you?

(B) Fill in the blanks with appropriate **forms of the verbs** given in brackets. **5 X ½ = 2 ½**

- (1) When they arrived at the theatre the movie \_\_\_\_\_ (start)  
(2) I \_\_\_\_\_ (have) a shower when the door bell rang.  
(3) He \_\_\_\_\_ (get) up at 4.00 AM every day.  
(4) I \_\_\_\_\_ (meet) the doctor tonight.  
(5) Our teacher \_\_\_\_\_ (give) us the grades tomorrow.

**(C)** Fill up the following blanks with the suitable **articles**. **5 X ½ = 2 ½**

1. Copper is \_\_\_\_\_ useful metal.
2. \_\_\_\_\_ rich are happy in the world.
3. He is not \_\_\_\_\_ honorable man.
4. He is \_\_\_\_\_ Indian but his wife is \_\_\_\_\_ European.
5. He is \_\_\_\_\_ bravest man I know.

**(D)** Fill in the blanks with suitable **prepositions**. **5 X ½ = 2 ½**

- (1) He worked \_\_\_\_\_ an hour.
- (2) The poor fellow died \_\_\_\_\_ fever.
- (3) The train starts \_\_\_\_\_ 7 O' clock.
- (4) He killed the snake \_\_\_\_\_ a stick.
- (5) He is seated \_\_\_\_\_ her.

**IV.** Answer any **TWO** of the following questions. **2 X 5 = 10**

1. What are the barriers to effective listening?
2. What is the difference between active and passive listening?
3. List three qualities of a good listener.
4. What are the factors that affect the listening process?
5. Write a note on the types of listening.

**V. (A.)** Answer any **ONE** of the following. **1 X 5 = 5**

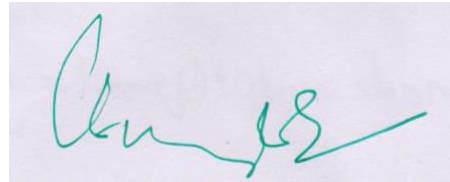
1. Define skimming
2. Define scanning
3. Differentiate between intensive reading and extensive reading.

**(B.)** Read the following passage and answer the questions that are given below. **5 X 1 = 5**

Did you know that spiders are not insects? They are actually called arachnids, a group of animals related to insects that have eight legs and that have venom. There are many different kinds of spiders. They live all over the world and can be found in just about every habitat. Most like dark places, which may include your home, closets, or basement!

Spiders are very interesting. Some spin silk webs to catch and eat prey, while others attack their prey. Some spiders, like tarantulas, are large enough to eat lizards and mice! Many people are afraid of spiders because they bite. Most spiders, however, will only bite if they think they are danger and most are harmless. Spiders are actually helpful to people because many eat insect pests like cockroaches and mosquitoes.

1. Which question is NOT answered in the passage?
- A.** How many legs do spiders have?      **B.** How long do spiders live?  
**C.** What do spiders eat?      **D.** Where would I find a spider?
2. Why are spiders helpful to people?
- A.** Some eat lizards.      **B.** Some eat insect pests.  
**C.** They have eight legs.      **D.** They live all over the world.
3. Spiders are .....
- A.** Related to insects      **B.** Tarantulas  
**C.** All harmful      **D.** Insects
4. Spiders have .....
- A.** Eight legs      **B.** Four legs  
**C.** The passage does not mention any      **D.** Six legs
5. Which is not true about spiders?
- A.** Spiders are actually helpful to people.      **B.** All spiders are dangerous.  
**C.** Some spiders attack their prey.      **D.** Spiders like dark places.



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