

**CP-9301****Sub. Code****11841/91541/****11641/91441/****91841/96441/****96341****B.Sc. DEGREE EXAMINATION, NOVEMBER 2018****Fourth Semester****English — II****EMPLOYABILITY SKILLS****(Common for B.Sc. (Aero Sci.)/B.Sc. (Nauti. Sci.)/****B.B.A. (A & AM)/B.Sc. (FD)/B.Sc. (Optometry)/****B.Sc. (CS)/B.Sc. (Nutri. Diet.)****(2016/2017 onwards)**

Time : 3 Hours

Maximum : 75 Marks

**Part A****(10 × 2 = 20)**Answer **all** questions.

1. Mention any two advantages of Telephone conversation.
2. Why interviews are conducted?
3. What is Resume?
4. What are the types of Bank Challan?
5. What is the advantage of e-mail?
6. What is note-making?

7. What are kinds of composition?
8. What is called creative competency?
9. What are called video aids?
10. Explain Gesture.

**Part B**

(5 × 5 = 25)

Brief answer with either or choice.

11. (a) Discuss the advantages and disadvantages of telephone conversation.

Or

- (b) Write a short note on Common Interview Questions.

12. (a) What are the essential components of a formal letter? Illustrate your answer with adequate examples.

Or

- (b) Prepare a resume for the post of teacher.

13. (a) What are the different types of greetings?

Or

- (b) Summarize the following passage :

There are times when the night sky glows with bands of color. The bands may begin as cloud shapes and then spread into a great arc across the entire sky. They may fall in folds like a curtain drawn across the heavens. The lights usually grow

brighter, then suddenly dim. During this time the sky grows with pale yellow, pink, green, violet, blue and red. These lights are called the Aurora Boreallis. Some people call them the Northern Lights. Scientists have been watching them for hundreds of years. They are not quite sure what causes them. In ancient times, people were afraid of the lights. They imagined that they saw fiery dragons in the sky. Some even concluded that the heavens were on fire.

14. (a) Write a short note on written composition.

Or

- (b) Describe controlled, guided and free composition.

15. (a) Elaborate Visual Aids.

Or

- (b) Explain Non-verbal communication.

**Part C**

(3 × 10 = 30)

Essay question of either or choice.

16. (a) Assume that you want to buy a Smart TV. Write a formal telephone conversation between Rani and the shopkeeper regarding the availability of the Smart TV and its characteristic features.

Or

- (b) Prepare a mock interview using the nuances of communication.

17. (a) Assume that you want to apply for the post of English Teacher in a private school in your area. Draft an application and prepare Resume in this regard.

Or

- (b) What is called Portfolios? Explain its various types.
18. (a) What steps can be taken to improve one's writing skills?

Or

- (b) Establish the uses of audio visual aids in effective communication.
-