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**D.K.M. COLLEGE FOR WOMEN (AUTONOMOUS), VELLORE – 1**  
**SEMESTER EXAMINATIONS**  
**APRIL – 2016** **12SEN2A**  
***SOFT SKILLS FOR LINGUISTIC COMMUNICATION***

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**Time: 2 Hrs**

**Max. Marks: 50**

**SECTION – A (10 X 2 =20)**

**Answer ALL the questions.**

1. What is reading and what is comprehension?
2. Write 2 differences between the ability to read and the ability to write.
3. Mark (Q) if the following sentences are questions and (R) if they are requests.
  1. Would you tell me the way to the post office?
  2. What is the work of a mouse in a computer?
4. Read the sentences and write whether they are Executive Instructions (EI) or Instructions to be followed (IF)
  - a) Ensure 10% cutdown on the cost of production.
  - b) Switch off all lights, fans and equipment before you leave.
5. Fill in the blanks.
  - a. Communication skills involve the use of polite terms such as \_\_\_\_\_ and \_\_\_\_\_.
6. Add – ed and – ing to the following words, doubling the consonant wherever necessary.
  - a) Start
  - b) Plot
  - c) Hint
  - d) Gun

7. Write whether these sentences are kernel (K) or non - kernel (NK)

- a) I did not sleep well last night,
- b) Fernandes is very handsome.

8. Read the following dialogues and pick out the formal and informal suggestions in the interrogative sentences:-

a) Vyas : Could I use the rest room?

Anshu : Yes, You may do so with pleasure.

b) Sita : Do you want a slip of paper to write the telephone number?

Vinod : Yes, indeed.

9. Define eye contact.

10. What is the similarity between asking and request?

### **SECTION – B (3 X 10 =30)**

**Answer any THREE of the following questions.**

11. You want to take a printout from your laser printer. Write the instructions necessary to take a printout.

12. Your friend asks the way to go to post office from your college. Write a dialogue for the situation.

Hema \_\_\_\_\_ Hello\_\_\_\_\_

Veena \_\_\_\_\_ Hello\_\_\_\_\_

Hema \_\_\_\_\_

Veena \_\_\_\_\_ I want to go the the post office.

Hema \_\_\_\_\_

Veena Thank you.Bye\_\_ Bye.

13. Fill in the application form for a job

Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Male / Female \_\_\_\_\_

Marital Status \_\_\_\_\_

Permanent Address \_\_\_\_\_

Job objective \_\_\_\_\_

Qualification \_\_\_\_\_

Technical Qualification \_\_\_\_\_

Area of preference \_\_\_\_\_

Desired Salary \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

14. "Mumbai is the head office of Jithin Mines a company involved in producing carved marble stones brought from Rajasthan".

Say whether the following statements about the above passage are true or false. Give reasons to support your answer.

- a) Jithin mines has an office in Rajasthan.
- b) Jithin mines has a mining unit in Mumbai.
- c) While Jithin mines has its office in Mumbai, all their mining work takes place in Rajasthan.
- d) Jithin mines is a good profit making company.

15. Is eye contact useful to professionals? if yes, to whom and how?

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