

I Year – Semester I

English Praxis Course – I

A Course in Communication and Soft Skills

Learning Outcomes

By the end of the course the learner will be able to:

- Use grammar effectively in writing and speaking
- Demonstrate the use of good vocabulary
- Demonstrate an understanding of writing skills
- Acquire ability to use Soft Skills in professional and daily life
- Confidently use the tools of communication skills

Unit – I: Listening Skills

- a) Importance of Listening
- b) Types of Listening
- c) Barriers to Listening
- d) Effective Listening

Unit – II: Speaking Skills

- a) Sounds of English: Vowels and Consonants
- b) Word Accent
- c) Intonation

Unit – III: Grammar

- a) Concord
- b) Modals
- c) Tenses (Present/Past/Future)
- d) Articles
- e) Prepositions
- f) Question Tags
- g) Sentence Transformation (Voice, Reported Speech, & Degrees of Comparison)
- h) Error Correction

Unit – IV: Writing

- a) Punctuation
- b) Spelling
- c) Paragraph Writing

Unit – V: Soft Skills

- a) SWOC
- b) Attitude
- c) Emotional Intelligence
- d) Telephone Etiquette
- e) Interpersonal Skills

B.A./B.Sc./B.Com. (Three Year) Degree Examination – May, 2021

I Year – Semester I – Blue Print of the Question Paper

Part I – English Praxis Course – I

A Course in Communication and Soft Skills

Time: 3 Hours

(CBCS Regulations w.e.f. 2020-21)

Max. Marks: 75

Section – A (15 Marks)

Answer any THREE Questions out of the following.

3x5 = 15

1. Paragraph Question from Unit I
2. Paragraph Question from Unit I
3. Paragraph Question from Unit I
4. Paragraph Question from Unit I
5. Paragraph Question from Unit I

Section – B (15 Marks)

Answer any THREE Questions out of the following.

3x5 = 15

6. Paragraph Question on Sounds of English
7. Paragraph Question on Stress
8. Phonemic & Orthographic Transcription - 5 Words (2 Phonemic + 3 Orthographic)
9. Stress - 5 Words
10. Intonation - 5 Sentences

Section – C (15 Marks)

Answer ALL the Questions

11. Concord - 2 Sentences
12. Modals - 1 Sentence
13. Tenses - 2 Sentences
14. Articles - 2 Sentences
15. Prepositions - 2 Sentences
16. Question Tags - 1 Sentence
17. Transformations (Voice, Speech, Degrees) - 3 Sentences
18. Correction of Sentences - 2 Sentences

Section – D (15 Marks)

Answer any THREE Questions out of the following.

3x5 = 15

19. Punctuation - 1 short paragraph
20. Spelling - 5 Words
21. Theory Question on Paragraph Writing - 1 Question
22. Paragraph Writing - 1 Topic with internal choice
23. Paragraph Writing - 1 Topic with hints

Section – E (15 Marks)

Answer any THREE Questions out of the following.

3x5 = 15

24. Paragraph Question from Unit V
25. Paragraph Question from Unit V
26. Paragraph Question from Unit V
27. Paragraph Question from Unit V
28. Paragraph Question from Unit V

Section – A (15 Marks)

Answer any **THREE** Questions out of the following:

3x5 = 15

1. Differentiate ‘listening’ and ‘hearing’ with illustrations.
2. Write at least five tips that improve listening skills.
3. Define passive listening.
4. What are the barriers of listening?
5. What is the process of listening?

Section – B (15 Marks)

Answer any **THREE** Questions out of the following:

3x5 = 15

6. Define Back Vowels with examples.
7. What is Stress. Discuss one or two rules.
8. Write Phonemic transcription for the following words:
a) Shape b) Printer c) /ilektrik/ d) /məʊmənt/ e) /sɪmpəθi/
9. Mark the Stress for the following words:
a) Protect b) Publication c) Collector d) Almirah e) Entrance
10. Write Rising/Falling tone for the following sentences:
a) Mamatha is an interesting girl.
b) She is a Corona patient, isn't she?
c) What an amazing movie it is!
d) Isn't this excellent?
e) If you work hard...

Section – C (15 Marks)

Answer **ALL** the Questions:

11. Fill in the blanks with appropriate Verb forms: 2x1 = 2
a) Raju, Ramu, and I _____ (is/are) good friends.
b) One of the students _____ (proved/prove) his talent.
12. Fill in the blanks with suitable Modals: 1x1 = 1
a) Drivers _____ (will/must) wear seat belt while driving.
13. Fill in the blanks with suitable Verb forms: 2x1 = 2
a) They _____ (visit) London last year.
b) If you work hard, you _____ (get) first class.
14. Fill in the blanks with the appropriate Articles: 2x1 = 2
a) He is studying in _____ University.
b) She gave me _____ one-rupee coin.

15. Fill in the blanks with suitable Prepositions: 2x1 = 2
 a) She is waiting _____ the bus-stop.
 b) He goes to college _____ foot.
16. Fill in the blanks with the appropriate Question Tags: 1x1 = 1
 a) Teachers should update their knowledge, _____?
17. Transforms the following sentences as directed: 3x1 = 3
 a) The Chinese invented paper. (Change this into Passive Voice)
 b) He said, "I am going to Delhi." (Change this into Indirect Speech)
 c) Mango is the sweetest fruit in the garden. (Change this into Comparative Degree)
18. Correct the following sentences: 2x1 = 2
 a) She is suffering with fever.
 b) I prefer coffee than tea.

Section – D (15 Marks)

Answer any THREE Questions out of the following: **3x5 = 15**

19. Insert Punctuation marks wherever necessary:
 Tagore 1861-1941 was a dramatist poet and essayist he won Nobel Prize for literature in 1913 his important work is gitanjali he is sometimes referred to as the bard of Bengal
20. Choose the Correct Spelling from the following words:
 a) Committee b) Comittee c) Comitee d) Committee ()
 b) Procedare b) Procedure c) Procedur d) Proceidure ()
 c) Confiddent b) Conffident c) Confident d) Canfidant ()
 d) Buziness b) Bussiness c) Bisyness d) Business ()
 e) Releave b) Relevee c) Relieve d) Reliev ()
21. What are the qualities of a good paragraph?
22. Write a paragraph on any **ONE** of the following:
 a) Smartphone b) Corona Virus
23. Write a meaningful paragraph using the following hints:
 Swatcha Bharat – a massive programme – participation of all sections of society – awareness of cleanliness – pollution free environment – outbreak of diseases – good health – happy living – educational institutions.

Section – E (15 Marks)

Answer any THREE Questions out of the following: **3x5 = 15**

24. What are the advantages of conducting a person SWOC analysis?
 25. Write the tips that may develop one's attitude?
 26. Write the dos and don'ts of telephone etiquette.
 27. Discuss the interpersonal skills that a student should require?
 28. How to enhance emotional intelligence.