**QUESTION BANK –SET-ONE**

**SECTION: A (COMPULSORY) - select any 10 questions out of the 28 questions below. Each question carries ½ marks. (Correct answers are all highlighted in yellow or given in the bracket)**

**Read the sentences below and tick the one with the correct use of punctuation.**

1. His house number has two 2's. I remember it.

His house number has two 2s. I remember it.

2. Monsoon weather is: humid, wet, and gloomy.

Monsoon weather is humid, wet and gloomy.

3. The mother was anxiously waiting outside, the door for her child to return.

The mother was anxiously waiting outside the door for her child to return.

4. The stage was ready -- curtains, steps, background -- everything was set up

properly.

The stage was ready-curtains, steps, background everything was set up properly

5. A student of this school works as a volunteer for the **U.N..**

A student of this school works as a volunteer for the **U.N.**

A student of this school works as a volunteer for the **UN.**

**Select the correct meaning of the word--**

6. The child said, "I am famished!" *Famished* means...

a. Tired.  
b. Hungry.   
c. Enthusiastic.   
d. Blessed.

7. The couple was enamoured with each other. *Enamoured* means...

a. Fascinated.   
b. Delighted.   
c. Certain.   
d. Furious.

8. The headmaster's countenance discouraged

indiscipline. *Countenance* means...

a. Walk.   
b. Participation.   
c. Expression.   
d. Muscles.

9. My brother is meticulous about hygiene and cleanliness. *Meticulous* means...

a. Very careless.   
b. Very careful.   
c. Too Obvious.   
d. Very punctual.

10. Aural comprehension is a part of the exercise. *Aural* means related to the...

a. Eyes.   
b. Ears.   
c. Nose.   
d. Hands.

11. His wound is showing signs of copious bleeding, requiring medical intervention. *Copious* means...

a. Bacterial   
b. Little.   
c. Profuse.   
d. Infectious.

12. The novel could evoke strong emotions from every reader. *Evoke* means...

A. Sell.   
B. Calm.   
C. Call forth.   
D. Exaggerate.

13. The official exhibited a heedless attitude when dealing with the dignitaries. *Heedless* means...

A. Thoughtless.   
B. Pleasant.   
C. Friendly.   
D. Bitter.

14. The general tried to instil the hope of victory in his troops. *Instil* means...

A. Delay.   
B. Inscribe.   
C. Indict.

D. Infuse. 

15. The World Series winning team had a jovial attitude. *Jovial* means...

A. Merry.   
B. Motivated.   
C. Organised.   
D. Casual.

**Tick the word that best completes the sentence.**

|  |
| --- |
| 16. You know that **(it's, its)** not polite to disturb someone in the middle of a discussion. |

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| --- | --- | --- | --- | --- |
| 17. | |  |  | | --- | --- | |  | Do you know the boy **(who's, whose)** father is unwell? | | |
| 18. | | **The dog is licking (It's, Its)** paw. |

|  |  |
| --- | --- |
| 19. | **(It's, Its)** going to take a long time to complete the entire work. |

20. Principal asked, "**(Who's, Whose)** ready to take up the responsibility this year?"

**Rewrite the sentences with different expressions for the underlined phrases:-**

21. The wedding celebration for the royal couple went on for nearly a month. (continued)

22. That gentleman is a very well-known architect. (celebrated / famous)

23. This college admits students without any discrimination (Indiscriminately)

24. The young man has passed through a very critical phase (crucial)

25. It is not easy to get back the good name, if you lose it once (Goodwill / reputation)

26. I have not visited my college in the last twenty years. (two decades)

27. The audience went on talking even after the play started. (continued)

28. My friend has the exclusive advantage of consulting for the legal department. (privilege)

**SECTION: B (COMPULSORY) —Select any two questions from the following five segments. Each question carries 5 marks. Options can be given but the professor needs to ensure that students will choose questions from two different segments.**

**Segment - 1: Write advertising taglines**

**Objective:**

* Create effective communication and branding material to share concepts and ideas

1. Write an advertising tagline for **any one** of the following (fictitious) brands:

**Brand 1**

* Shampoo called **Tress**.
* It is targeted at people who have very little time to take care of their hair.
* USP (unique selling proposition) is that it maintains hair volume and keeps the scalp clean in all seasons.
* The price is Rs. 300 for a 650 ml bottle. It will also be available in 150 ml, 300 ml and sachet sizes.

**Brand 2**

* Cookware called **Ease**.
* The target audience are those who “love to” or “have to cook”.
* USP is that the cookware can be used in all types of cooking ranges (LPG, induction, OTG).
* Price range: Rs. 100 to 1200

**Brand 3**

* An NGO run by college students wants to launch an initiative called Prayas. The aim is to spread digital literacy among children in the red light areas.
* They are looking at a campaign tagline that they can use across all social platforms (Twitter, Facebook and LinkedIn) to crowdsource ideas and funds for the initiative.

**Brand 4**

* A company called **Glide** has been selling shaving razors since 1950.
* They are now launching electrical razors. However, they want to continue with their range of traditional razors. The ad campaign should in no way impact their traditional razor sales.
* The target audience includes men, women and trans-genders.
* Price range: Rs. 500 onwards

2. Create a branding campaign for **any one** of the following:

a. A local club who wants to organize an awareness campaign about LGBT rights.

b. A food delivery organization who wants to promote safe driving in the overall community. This is an extension of the safe driving habits that they are trying to promote among the food delivery associates of the company.

c. An airlines training academy that wants to increase the number of female students enrolling for their training curriculum.

**Segment - 2: Writing emails/blogs/microblogs.**

**Objective**:

* Use tools of structured written communication
* Articulate opinions on a topic with the objective of influencing others

1. You are leading a cross-functional team of designers. Two of them, called James and Hema had an argument during a brainstorming session. They strongly opposed each other’s ideas and spoke in raised voices. Write an email to both of them with suggestions about how to resolve the conflict and engage in positive conversations during the brainstorming sessions.

2. You are leading a team of customer service professionals. One of your clients has written to you complaining about the way in which one of the customer service professionals, Kamaal, has spoken to him over the phone. Write an email to Kamaal forwarding him the customer’s mail, along with your observations and suggestions for resolving the issue.

3. Write a blog on **any one** of the following (within 250 words):

1. Non-verbal communication
2. Digital branding
3. Team player roles

4. Write microblogs on **any one** of the following (within 100 words):

1. Cultural branding
2. Speed reading
3. Personality Traits

**Segment - 3: Write interview questions**

**Objective**:

* Use tools of structured written communication.
* Recognize the concepts of outward behaviour and internal behaviour.
* Understand the basic concepts of Morality and Diversity

1. You are going to interview a social activist Ms Tamanna Ahmed. She fights for LGBT rights in rural India. The interview will be of 30 mins. Can you frame the relevant questions for the interview? (Hint: You should have at least 10 questions ready for the interview).
2. You are conducting interviews to appoint an editor for your monthly college magazine. You need a person who would be willing to work hard and within short deadlines. Can you frame the relevant questions for this interview? (Hint: You should have at least 10 questions ready for the interview. You will get 30 mins for each interview.)

**Segment - 4: Story writing**

**Objective:** Understand the basic concepts of Morality and Diversity

1. Have you ever been in any of the following situations? Or, have you heard about them from your friends? Can you write your story in first person? (within 150 words)
2. You were in an inter-college fest where someone made fun of your skin tone/nationality/sexual preference.
3. You were told that you are not good enough for a job/position because of your gender.
4. The college basketball team coach discouraged you to try out for the team trials because of your height/eyesight.
5. You were rejected in an interview because you were “too young” for the position you applied for.
6. You were denied a role in the annual college drama because of your appearance.

**SECTION: C (COMPULSORY) (Value-based questions)**

**Select any five from the following questions. Each question carries 1 mark. You can choose only one out of the four options. If you chose the correct option you will get 1 mark and if you choose a partially correct answer you will get 0.5 marks.**

**Objective: Identify personal beliefs and value system**

1. You came across an interesting article while surfing the internet on the weekend about “How to excel in the workplace”. It inspired you. Should you forward it to the class WhatsApp group?

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| --- | --- |
| 0.5 | Share it with some of your close friends who would care about it, but not with others. |
| 0 | Best not to. Why bother? |
| 0 | You can ask your teacher to share this with others. |
| 1 | Yes, you should Share it on your What’s App group, it will inspire people to strive and succeed. |

1. Dalvir’s friend Mona travels long distance every day to reach college. She has a body odour problem. Others find it difficult to sit next to Mona. It is already becoming a topic of some gossip in the class. What should Dalvir do?

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| --- | --- |
| 0 | Dalvir should tolerate it. It is embarrassing to tell someone about his or her body odour. |
| 0.5 | Dalvir should tell Mona that body odour is unacceptable. |
| 0 | Dalvir should make Mona aware of the gossip. She will change when humiliated. |
| 1 | Dalvir should ask another girl to explain to Mona that body odour is unprofessional. |

1. Ranjita is one of the good performers in the class, she has friend Sayan who has been struggling with his performance lately. What should Ranjita do?

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| --- | --- |
| 1 | Ranjita should speak to Sayan to understand his needs and guide him accordingly to improve his performance. |
| 0 | Ranjita should not worry about Sayan as the teacher will look into his performance. |
| 0.5 | Ranjita should share a few techniques, to help Sayan. |
| 0 | If Ranjita shares her techniques, she will not have an edge over others when it comes to appraisals. |

1. Samar hails from a village. He communicates in his vernacular. Most of the class mates are supportive and are very patient with him. They speak to Samar in English. They ensure that their English isn't too fast or too complicated, but there is one group in the class who makes fun of him. What should the others do?

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| --- | --- |
| 1 | Help Samar beyond the class hours so that he picks up English faster. |
| 0 | Get together and talk to the concerned group, tell them that it is not proper to tease someone. |
| 0.5 | Involve the HOD and request him/ her to address the concern. |
| 0 | Ignore the group which makes fun of Samar. |

1. While entering the college the security guard requests you to display your ID card and you show it to him. You have forgotten the ID card but you have an important class which you do not want to miss. What will you do?

|  |  |
| --- | --- |
| 0 | Use another friends ID card to enter the college. |
| 0 | Tell him to not bother about something as small as a fading picture. |
| 1 | Go home and get your ID card without wasting any time |
| 0.5 | Call the professor and request him/her to sign the register to let you enter because it is an important class. |

1. Shivani, is your professor. She is single and stays with a friend. Some of the students pass comments about her personal life style. Objectionable comments are posted in your friend’s group. How would you react?

|  |  |
| --- | --- |
| 0 | See the comments and ignore them. |
| 0 | Post some comments to add some spice. |
| 0.5 | Discuss with some of the friends that this needs to be stopped. |
| 1 | Request the Class Representative to call a meeting and send a strong message that this should be stopped. |

1. Alex has joined the Commerce section. He appears a bit effeminate. He is a very good student but the class makes fun of him whenever they get chance. Are they doing the right thing?

|  |  |
| --- | --- |
| 0.5 | No, it could be his natural behaviour and everyone needs to accept it. |
| 0 | Yes, it could be his natural behaviour, but it appears very funny. |
| 1 | We need to respect his identity and also educate others about the same. |
| 0 | Alex can be told that he comes across as a laughing stock so he should change his ways. |

1. Umar was teased by few of his friends for wearing his trousers a little above his ankles. He tried to tell them that he does so following a custom followed by his community but it seemed that they have not understood the importance of the custom. He came to know that they keep laughing behind his back. What could Umar do?

|  |  |
| --- | --- |
| 0 | He can have another round of discussion to make it clear that after being told about the custom, they cannot laugh. |
| 0.5 | Umar can discuss this with the HOD and seek help. |
| 1 | Umar could write about this custom. Its relevance in the blog to draw everyone’s attention to this custom. |
| 0 | Umar and others belonging to the same community can gang up and face the opposing group. |

**SECTION: D Team work (COMPULSORY): Select any one from the questions given below. Each question carries 5 marks.**

**Objective: Identify individual personality types and role in a team.**

1. Rajan is keen on helping people realise their potential. He allows team members to take decisions independently. Last week, he asked Sumit to handle an important assignment from the CEOs office. Rajan did the required knowledge sharing and also helped him with hands on training because Sumit was doing this for the first time.

Question --- Rajans supervisor knows that he plays the role of a \_\_\_\_ in the team. His supervisor mentioned that his Area of Improvement is \_\_\_\_\_\_\_\_\_. Refer to the table below and fill in the blank spaces.

TABLE ---

|  |  |  |  |
| --- | --- | --- | --- |
| **ROLES** | **TEAM ROLES** | **STRENGTHS** | **ALLOWABLE WEAKNESSES** |
| Action oriented | Implementer | Disciplined, Task focussed, practical and somewhat conservative, Executer. | At times inflexible, thinks a lot before taking action, Does not prefer to think out of the box |
|  | Completer Finisher | Keen eye for detail, perfectionist. | Nit-picker, anxious, hesitates to delegate |
| People Oriented | Co-ordinator | Clarifies, summarises, utilises full potential of people | Delegates more, at times manipulates |
|  | Team worker | Sensitive, helpful, balances and accommodates. | Avoids confrontations, cannot handle critical situations adeptly |
|  | Resource Investigator | Open minded, cheerful, excellent networker, adventurous, loves to try new ideas. | At times, over enthusiastic, might give up before completion, not tenacious |
| Cerebral | Plant | Creative, does not like confinement, not very practical, Innovative. | At times unrealistic and impractical |
|  | Monitor Evaluator | Analytical and thoughtful, evaluates critically, | At times, very critical and passive |
|  | Specialist | Knowledge and skills bank of the team, consultant. | Isolated, Not connected with the team. |

(2) Read the instruction in the table and respond

|  |  |  |
| --- | --- | --- |
| **COL-A** | **COL-B** | **COL-C** |
| **Read the descriptions carefully** | **Match Col-B with Col-C** | |
| Meg adapts, cares, observes, cooperates, avoids conflict and supports the team. She feels uncertain in times of crisis. | Meg is | an Innovator |
| Roshan is calm, composed, knows his priorities, practical in nature, not very creative and at times others find him a bit manipulative. | Roshan is | a Networker |
| Alice is logical, impartial, realistic, and critical in nature. A little slow in decision making, she fails to motivate others. | Alice is | a Guide |
| Kimlin is accurate, conscientious, perfectionist, good at follow-up, scared of failure, unwilling to delegate, and finicky. | Kimlin is | a Builder |
| Raju is disciplined and effective, practical and loyal. He is extremely organised, not flexible, and lacks the spirit of adventure. | Raju is | an Organiser |
| Aslam challenges openly, believes in competition, and is target-driven. He is impatient and a hard task master. | Aslam is | a Controller |
| Amit is outgoing, enterprising, curious, looks for opportunities, impulsive and loses interest rather quickly. | Amit is | an Analyst |
| Maninder is creative and innovative, high on knowledge and intellect and thinks out of the box. He overlooks practical details, tends to be forgetful and lives in a world of imagination. | Maninder is | a Visualizer |

**SECTION: E: SPEED READING: Select any five from the questions given below. Each question carries 1 mark.**

Project the passage for two minutes only and then the questions could be either projected or printed in the question paper itself. Please ensure that the passage is not printed in the question paper because the objective is to test the application of speed reading techniques like skimming and scanning.

Passage----

ROGER, A KINDERGARTEN -II STUDENT LIVES IN LEICESTERSHIRE. HE RECEIVED A GIFT FROM MEGAN, HIS AUNT WHO LIVES IN SANTA BARBARA. SHE HAD SENT ROGER FOUR PAIRS OF HAMSTERS. ARCHIE AND BOBBY, TWO OF ROGER'S SIBLINGS WERE SO HAPPY THAT THEY DROPPED A PORCELAINE BOWL AND A SERVING PLATE WHICH THEIR UNCLE HAD BROUGHT FROM ROME WHEN HE WENT THERE FOR A BUSINESS TRIP.THEIR MOTHER MAY WAS SO ANGRY THAT SHE DECIDED NOT TO ALLOW THE NEW PETS IN THE HOUSE APPREHENDING THAT MORE OF SUCH DISASTERS WOULD TAKE PLACE IF EIGHT RODENTS WOULD BE ALLOWED INSIDE THE HOUSE. ROGER, ARCHIE AND BOBBY FAILED TO CONVINCE MAY. THEY TRIED VARIOUS WAYS BUT NOTHING SEEMED TO WORK. MEANWHILE ARCHIE HAD TO RETURN TO HIS BOARDING SCHOOL IN BIRMINGHAM AND BOBBY JOINED COLLEGE IN GLASGOW. THE PET BOX WITH EIGHT HAMSTERS WAS KEPT AT ROTTERDAM TRAIN STATION. MAY REFUSED TO RECEIVE THE CONSIGNMENT.

SIX MONTHS HAD GONE BY BUT MAY MAINTAINED HER STANCE TILL ONE DAY SHE GOT A CALL FROM MEGAN WHO WANTED TO FIND OUT HOW THE HAMSTERS WERE DOING. MAY DID NOT HAVE ANY ANSWER BUT ON THE NEXT DAY SHE DECIDED TO GO TO ROTTERDAM TO FIND OUT THE STATE OF THE CONSIGNMENT. GOOD HEAVENS! WHAT DID MAY SEE THERE? IN THE SIX MONTHS THAT HAD GONE BY EIGHT RODENTS HAD MULTIPLIED INTO TWO HUNDERD AND A BIGGER SHOCK WAS WAITING FOR HER. AS SOON AS TIMOTHY COLEMEANN THE STATION MASTER MET MAY IN PERSON, HE HIMSELF HANDED OVER A BILL AMOUNTING ONE THOUSAND POUNDS TO HER. THEY HAD SPENT THIS AMOUNT FOR THE MAINTENANCE OF THE HAMSTER FAMILY.

1. Where does aunt May stay?
2. Santa Maria
3. Santa Fe
4. Santa Cruz
5. **Santa Barbara**
6. Why did May go back to Rotterdam?
7. To check on the hamsters
8. **To find out the state of the consignment**
9. To pay the amount for maintaining the hamster family
10. Megan’s call
11. Where did Roger stay?
12. Rome
13. **Leicestershire**
14. Glasgow
15. Birmingham

4. Who got the Porcelain bowl and the serving plate from Rome?

1. Aunt
2. Sibling
3. **Uncle**
4. Station Master
5. Who all failed to convince May?
6. Roger, Coleman, Archie
7. Megan, Roger, Bobby
8. **Bobby, Roger, Archie**
9. Archie, Roger, Megan
10. Archie had to return to his boarding school in….
11. Glasgow
12. **Birmingham**
13. Rotterdam
14. Rome
15. In which class did Roger study?
16. Kindergarten-I
17. **Kindergarten-II**
18. Class-I
19. Class-II