



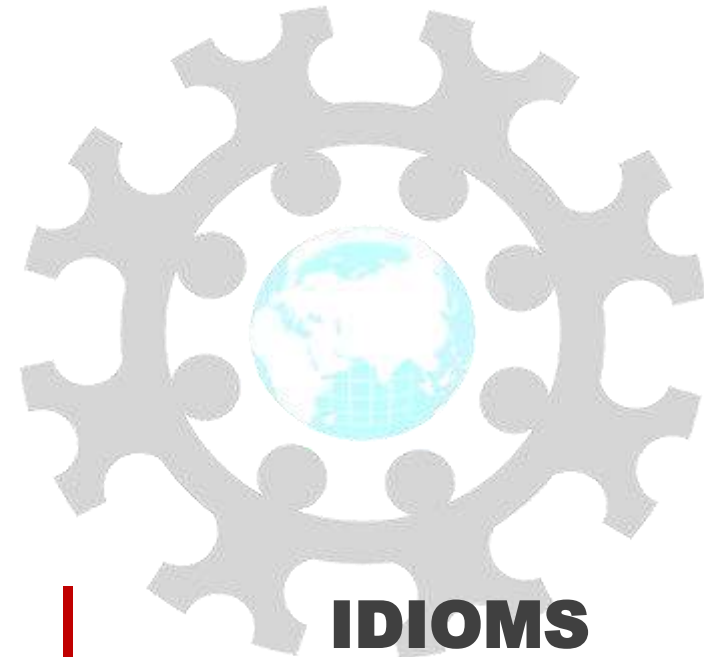
**CHANDIGARH
UNIVERSITY**

Discover. Learn. Empower.

University Institute of Engineering

Course Name- Professional Communication Skills

Course Code- 20PCT-154



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DISCOVER . **LEARN** . EMPOWER

Course Objectives

The Course aims to:

1	Stress on students awareness of interpersonal communication skills and appropriate usage of verbal and non-verbal expression in social and professional environment.
2	Prepare the student for discourse in English, using a number of communication strategies.
3	Introduce them to key concepts of Morality, Diversity & Inclusion
4	Provide foundations for the placement process of the student.

Course Outcomes

On completion, the students are expected to

CO Number	Title	Level
CO1	Evaluate facts to write research and short official, technical or social reports.	Evaluate
CO2	Create communication material for an organization dedicated to a social cause and use electronic/social media to share concepts and ideas.	Create
CO3	Analyse and summarize information, ideas and opinions on a social issue using grammatically correct English.	Analyse
CO4	Perform effectively in the placement process.	Apply
CO5	Display moral values, ethics and sensitivity for diversity and inclusion.	Apply



Paragraph Completion

Topics to be Covered:

- What is Paragraph Completion?
- Strategies
- Tips and Tricks
- Examples



Paragraph Completion

- Para-completion requires you to complete the paragraph in a way that it is coherent and complete. It tests your comprehension skills. All it asks of you is to complete a missing line from a paragraph, and this line is generally the last line of the paragraph. It is a pretty simple thing to do, isn't it? Well, not quite. Let's understand the concept with help of an example.



Example to Understand

- The audiences for crosswords and Sudoku, understandably, overlap greatly, but there are differences, too. A crossword attracts a more literary person, while Sudoku appeals to a keenly logical mind. Some crossword enthusiasts turn up their noses at Sudoku because they feel it lacks depth. A good crossword requires vocabulary, knowledge, mental flexibility and sometimes even a sense of humor to complete. It touches numerous areas of life and provides an "Aha!" or two along the way. (_____)
- Sudoku, on the other hand, is just a logical exercise, each one similar to the last.
- Sudoku, incidentally, is growing faster in popularity than crosswords, even among the literati.
- Sudoku, on the other hand, can be attempted and enjoyed even by children.
- Sudoku, however, is not exciting in any sense of the term.

Strategies

- While answering Paragraph Completion questions, the most important thing to remember is not to approach the answer option subjectively.
- Do not wait till the clues present themselves. Read the paragraph with utmost involvement. Imagine that you are *listening* to the writer. Try to foresee what is coming, and pick up clues that may present a hint of any of the following patterns.
- Elimination can often be as effective a strategy as selection.
- Solving Paragraph Completion questions requires a combination of observation, deduction, empathy, and most importantly instinct. A Paragraph Completion question of even moderate difficulty requires us to take a bit of risk. Do not hesitate to take your chances, for the only way to learn what to do is to first learn what not to.
- “Any truth is better than indefinite doubt” – from *The Yellow Face*



Tips and Tricks for Completion

- **Tone of the passage:**

When a passage is written it follows a certain tone. This tone will never be changed abruptly. In case there is an option in which the tone of the passage changes bluntly and suddenly, we can easily eliminate the option. In case of change of tone the author will provide certain hints like the usage of words such as - but, however, although, though etc.

- **Style of the author:**

Every author has different style of writing, for example some authors use a lot of metaphors, simile etc. While other authors use a very simple language. While solving the question make sure that the option matches with the style of the author.

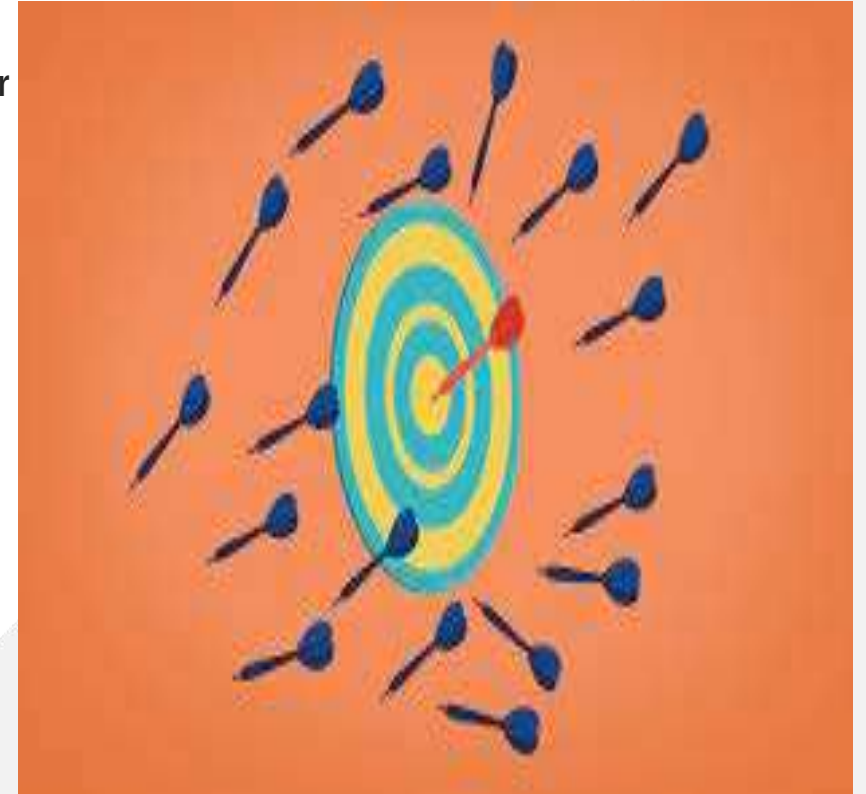
- **Key words:**

In every paragraph there are certain key words that can be easily identified. If you are able to identify these key words they will help in solving the questions and reaching the appropriate conclusion. Now that we have identified the tricks to solve, let us also look at the tricks for eliminating the options.



Practice question

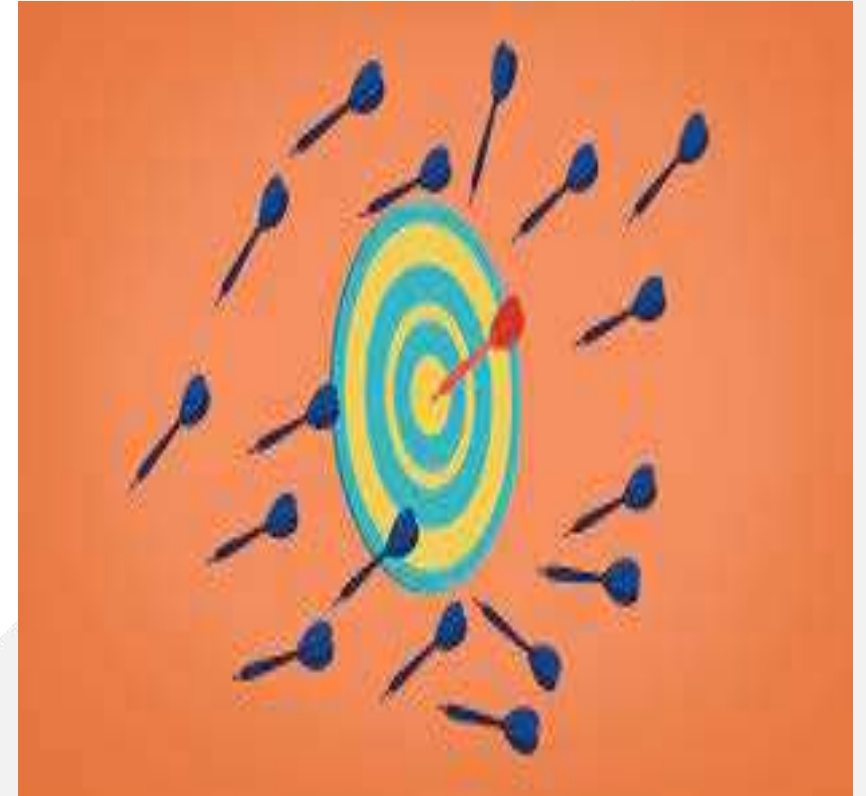
- **Q: Chose the most appropriate option for paragraph completion,**
- India, ever since independence has been a labor-intensive economy. It has been a factor for many industries, the advantage India provides cheap skilled and unskilled labor. While this is an initial advantage, it is not an enduring advantage. For one, as the products get more sophisticated, the price of labor gets less important a factor. Then, the increasing level of automation narrows the cost advantage of cheap labor. And any poorer country can provide cheaper labor to compete with India. Thus, to remain competitive, India needs to, _____
- a. Ensure to maintain its advantage by constantly lowering labor prices
- b. Try to avoid competition with countries providing cheaper labor
- c. develop other advantages to compensate for the inevitable loss from a temporary advantage
- d. keep on its path without worry



Answer

The correct answer is **C**. It is the only option that matches the tone and the direction of the passage.

It concludes the paragraph logically and in agreement with the sentiments of the author.





THANK YOU



For queries
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