



ADITYA DEGREE COLLEGE ,KAKINADA

IV SEMESTER - PEFINAL QUESTION PAPER

SOFT SKILLS

TOTAL TIME:2Hrs

MARKS:50

SECTION-A

(SOFT SKILLS)

Answer any two of the following

2 x5=10m

1. What is positive thinking and how to develop positive thinking?
2. Good body language makes good personality of an individual? Explain
3. How does SWOT analysis enables students to excel in their career?
4. What is emotional intelligence and how to enhance emotional intelligence?
5. What is netiquette and the nature of online business?

SECTION-B

(PARAGRAPH WRITING)

Answer any two of the following

2x5=10m

1. What is a paragraph and explain the features of a good paragraph?
2. Explain the general rules for writing a good paragraph?
3. Write a paragraph on "Happiness does not depend on a man's Wealth"
4. Write a paragraph on "My Favourite Cricketer"
5. How to develop an idea and write important steps to form a mental picture?

SECTION-C

(Paraphrasing & Summarizing)

Answer any two of the following

2x5=10m

1. What are the stages of summarizing?
2. What is paraphrasing and its features?
3. Explain the guidelines for paraphrasing?
4. What makes a good summary?

5.Read the following passage Summarize it in your own words

Freedom has assuredly given us a new status and new opportunities. But it also implies that we should discard selfishness, laziness and narrowness of outlook. Our freedom suggests toil and creation of new values for old ones. We should so discipline ourselves as to be able to discharge our new

responsibilities satisfactorily. If there is any one thing that needs to be stressed more than any other in the new set up, it is that we should put into action our full capacity, each one of us in productive effort-each one of us in his own sphere, however humble. Work, Unceasing work, should now be our watch-word. work is wealth, and service is happiness. Nothing else is. The greatest crime in India today is idleness. If we root out idleness, all our difficulties, including even conflicts, will gradually disappear. Whether as constable or high official of the state, whether as business man or industrialist, artisan or farmer or peasant, each one of us is discharging his obligation to the state and making a contribution to the welfare of the country. Honest work the sheet- anchor to which we should cling if we want to be saved from danger (or) difficulty. This is fundamental law of progress.

SECTION-D

(Letter Writing)

Answer any two of the following

2x5=10m

1. Write a letter to your friend about your career prospects
2. Write a letter to the editor of a news paper on the problem of eve-teasing in your locality
3. Your friend Sai Kiran from Nellore. The pendrive(16GB) you bought two weeks ago from Asia Electronics in Delhi is giving you problems. Write an email to Asia electronics@gmail.com to replace it with another one
4. One of your friends has recently left for the U.S for doing MS. You miss him very much. Write an email to your friend Rajesh

SECTION-E

(Resume & Curriculum Vitae)

Answer any two of the following

2x5=10M

1. Prepare a resume for the post of a receptionist in a Star Hotel
2. Prepare Curriculum vitae for the following advertisement.

Wanted a lady lecturer in English for a girls residential college. The candidate should be a postgraduate age above thirty five. Even part time lecturers are acceptable. Should have a pleasing personal life with excellent Communication skills-previous experience preferable-apply to post box no-116, "The Hindu"-Vijayawada .

3. Write a covering letter to a job in a Designing company of garments.
4. Write a covering letter in response to the following advertisement.

Infosys - Business process outsourcing (B.P.O) Ltd, Bangalore. Apply for the post of software Professional .