

6.	<p>Give the one-word for each of the statements</p> <p>a) Handwritten document 1. Shellscrip 2. Manuscript 3. Handscript 4. Digitalscrip</p> <p>b) A study of birds 1. Ornithology 2. Ethnology 3. Etymology 4. Archaeology</p>	2	1	5	10
7.	<p>Collocate the following sentences</p> <p>I) She seemed quite interested in buying that house, but at the last moment, she changed her</p> <p>a) mind b) thoughts c) offer</p> <p>b) It is a golden If you miss it, you will regret it. a) chance b) opportunity c) offer</p>	2	1	5	10
8.	<p>Change the sentences as instructed:</p> <p>a) My mobile was stolen yesterday. (Change to active voice) b) Whom has the Principal honored? (Change to passive voice)</p>	2	1	5	10
<i>Part-B (5 × 8 = 40 Marks)</i>					
11. a)	What is the Johari window used for? Describe the four quadrants/spots/arena?	4	3,4	1	10
b)	What techniques would you use to persuade someone to buy your I- phone?	4	3,4	6	10
12. a)	What are the rules to be kept in mind while making power point presentations?	4	3,4	2	10
b)	What are the stages of team building according to Bruce Tuckman?	4	3,4	1	10
13. a)	What is the meaning of the title of the poem the world is too much with us? Give references from the poem.	4	3,4	4	10
b)	What is the controversy regarding the invention of the email?	4	3,4	4	10

14. a)	Make a précis of the following passage and suggest a suitable title : Reality television is a genre of television programming which, it is claimed, presents unscripted dramatic or humorous situation, documents, actual events, and features ordinary people rather than professional actors. Although the genre has existed in some form or another since the early years of television, the current explosion of popularity dates from around the 2000. Part of the reality television's appeal is due to its ability to place ordinary people in extraordinary situations. Reality television also has the potential to turn its participants into national celebrities, in talent and performance programmes such as Pp Idd', though frequently 'Survivor' and 'Big Brother' participants also reach some degree of celebrity. Some commentators have said that the name 'reality television' is an inaccurate description for several styles of programmes included in the genre. In competition- based programmes such as 'Survivor' and other special –living environment shows like 'The Real World', the producers design the format of the show and control the day-to-day activities and the environment, creating a completely fabricated world in which the completion is worked out. Producers specially select the participants, and use carefully designed scenarios, challenges, events and settings to encourage particular behaviour and conflicts. (No. of words: 195)	4	3,4	4	10
b)	Write a letter to the Manager of Global Skills Institute requesting them for information on the Computer courses they conduct and the relevant course details- such as the batch size, duration of the course, the fee etc.	4	3,4	3	10
15. a)	Write an email to the Principal of your college introducing yourself and give him an update about your project work.	4	3,4	3	10
b)	Write a letter of application addressing it to the Director-HR of Global Computer Systems, Hyderabad-500069, for the post of Network designer. Highlight your professional strengths and your achievements.	4	3,4	3	10
16. a)	Discuss how you would expand your open quadrant of the Johari window model.	4	3,4	1	10
b)	Mention at least five team skills one should possess to be a good team player.	4	3,4	1	10
17.	Answer any <i>two</i> of the following:				
a)	Give a brief sketch of Shiva Ayyadurai. (100 words)	4	1,2	4	10
b)	Mention five do's and five dont's of email writing. (100 words)	4	1,2	3	10
c)	Is there a way for humanity and nature to co-exist? Can we continue to evolve technologically without having to destroy nature? (100 words)	4	5	6	10

M: Marks; L: Bloom's Taxonomy Level; CO: Course Outcome; PO: Programme Outcome

S. No.	Criteria for questions	Percentage
1	Fundamental knowledge (Level-1 & 2)	35
2	Knowledge on application and analysis (Level-3 & 4)	60
3	*Critical thinking and ability to design (Level-5 & 6) (*wherever applicable)	5