

(FOR THE CANDIDATES ADMITTED
DURING THE ACADEMIC YEAR 2024

ONLY)

REG.NO. :

24UEN4C4

**N.G.M.COLLEGE (AUTONOMOUS) : POLLACHI
END-OF-SEMESTER EXAMINATIONS :MAY 2026**

UG ALL COURSES

MAXIMUM MARKS: 75

(AIDED &SF ALL COMMERCE &COMP.SCIENCE STREAMS)

SEMESTER- IV

TIME : 3 HOURS

PART - II

24UEN4C4-COMMUNICATION SKILLS IV

SECTION – A

(10 X 1 = 10 MARKS)

ANSWER THE FOLLOWING QUESTIONS.(K1)

1. IGP refers to -----.

A. Inspector General of Police b. Inspector of Police c. Inspector G Police d. Institution G Police.

2. Char woman means -----.

a. Sick b. House Cleaner c. teacher d. Doctor.

3. Stairs made of Bamboo or metal is called -----.

A. Lader b. Ladder c. Stick d. Broom.

4. If the main clause is positive, the question tag is -----.

A. Positive b. Negative c. Zero d. One.

5. Combination resume is otherwise known as ----- resume.

A. Hybrid b. Resume c. Biography d. Biodata.

ANSWER THE FOLLOWING IN ONE (OR) TWO SENTENCES

(K2)

6. Who wrote Biography of Kiran BEdi?

7. Who wrote “Uncle Podger Hangs a Picture”?

8. What is Question Tag?

9. Define Job Application.

10. Define Group discussion.

SECTION – B

(5 X 5 = 25 MARKS)

ANSWER EITHER (a) OR (b) IN EACH OF THE FOLLOWING QUESTIONS. (K3)

11. a)Explain the Love life of Kiran Bedi.

(OR)

b)Explain the Tihar Medical Care Day.

12. a)Do you think that the children in the house were fools? Why did Uncle Podger think so about them? **(OR)**

b)Explain the character of Aunt Maria.

13. a)**Change the following sentences in to Reported Speech:**

1. Raman said, “ Alas! My Kitten passed away”.

2. Bruce said, “I may go to the party”.

3. Miss Davis said to the student, “Did you listen to me?”.

4. The Lady said, “ Let me come in”.

5. Granny said to me “May God bless you”. **(OR)**

Ethical paper

(CONT...2)

b)Add a Question tag in the following sentences:

- 1.He is five years old, -----
- 2.You're reading something, -----.
3. Raju didn't help you -----.
4. We aren't going to cinema, -----.
5. They are leaving for singapore soon, -----.

14. a)Write a Chronological Resume.

(OR)

- b) Write a formal letter of Job Application for the Position of Cryptographer.

15. a)Explain the Do's of participating in a Group discussion.

(OR)

- b)Write 10 Interview Questions.

SECTION – C

(5 X 8 = 40 MARKS)

ANSWER EITHER (a) OR (b) IN EACH OF THE FOLLOWING QUESTIONS.(K4 (Or) K5)

16. a)Analyze the achievements of Kiran Bedi as a Deputy Director of NCB. **(OR)**
b)Analyze Vipassana Course.

17. a)Assess the actions which make Uncle Podger used bad language. **OR)**
b)Discuss the character of Podger.

18. a)Add a Question tag in the following sentences:

1. He cooks well. -----.
2. She visited her aunt last week, -----
3. John must stay -----.
4. They've been to Japan -----
5. We're working tomorrow, -----
6. The team is qualified -----
7. He never goes out with his dog -----
8. People of all ages enjoy the game -----

(OR)

- b) Choose either "used to" or "Would" in the following sentences. If both are possible use "Would".

1. When I was a child, my father ----- pick me up, and throw me in the air . I ----- love it.
2. My uncle ----- have a bicycle, when I was Young. He ----- take me for a ride.
3. For years, I ----- be afraid of ghosts, as my grandmother ----- tell me stories of the very night.
4. I ----- become Krishna during Janmastami every year in childhood and every yearI-----
-- break the matki.

19. a)Draft an application for the post of an accountant in Pioneers (PVT) Ltd.Co Hyderabad in response to their advertisement that appeared in The Times of India dated first August 20XX.Prepare a resume/video resume to be enclosed.

(OR)

- b) You have seen an advertisement in the newspaper for the post of a Software Engineer in the National Software company. Write an application with your resume to the Manager of the Company.

20. a)Analyze the importance Eye Contact and Expressions in Mock interview.

(OR)

- b)Analyze the importance of Group Discussion and the skills judged in a Group Discussion.