



*K. Sambal*

# Avinashilingam Institute for Home Science and Higher Education for Women

(Deemed to be University Estd. u/s 3 of UGC Act 1956, Category 'A' by MHRD)[now MoE]  
Re-accredited with 'A++' Grade by NAAC CGPA 3.65/4, Category I by UGC  
Coimbatore - 641 043, Tamil Nadu, India

## Continuous Internal Assessment Test I – February 2026 VI Semester

Class: III UG

Major: Computer Science/Computer Applications

Time: 2 hours

Maximum Marks: 60

PDC-23BCSPD4/23BCAPD3 Professional IT Skills

### Course Outcomes:

At the end of the course, students will:

1. Effectively communicate through verbal/oral communication and improve the listening skills.
2. Actively participate in group discussion / meetings / interviews and prepare and deliver presentations.
3. Become more effective individual through goal/target setting, self-motivation and practicing creative thinking.
4. Function effectively in multi-disciplinary and heterogeneous teams through the knowledge of team work, Inter-personal relationships and leadership quality.
5. Gain intellectual Competency and an edge through Professional Competency.

### Part - A

6 x 1 = 6

#### Choose the Correct Answer

1. Which of these is the most important tool of communication?  
a. Posture      b. Language      c. Body language      d. Gestures      CO1 K1
2. If an appointment is at 14:00 hours, what time is this in a 12-hour format?  
a. 12:00 PM      b. 2:00 PM      c. 4:00 PM      d. 2:00 AM      CO1 K1
3. Which of these is not a step in the preparation of an interview?  
a. Identifying your skills      b. Revising your subject      c. Being negative      d. Analyzing yourself      CO1 K1
4. Which of these is not considered for a debate?  
a. Volume of the speaker      b. Body language      c. Fluency in language      d. Availability of information      CO2 K1
5. Which of the following is NOT a characteristic of high self-esteem?  
a. Confidence in one's abilities      b. Willingness to try new things      CO3 K1  
c. Avoiding social interactions      d. Positive self-image
6. What is a key difference between anxiety and fear?  
a. Anxiety is about future threats, while fear is about immediate danger      b. They are the same      CO3 K1  
c. Anxiety is physical, fear is emotional      d. Fear is always rational

### Part - B

3 x 6 = 18

#### Answer ALL Questions

Each answer should not exceed 400 words or two pages

- 7.a. Write a note on conversational strategies.      CO1 K1  
(or)
- 7.b. What is recognising set of oral instructions? Give example.      CO1 K1
- 8.a. Distinguish between debate and extempore      CO2 K1  
(or)
- 8.b. What is assessment and development of personality?      CO2 K1
- 9.a. Write a note on self-esteem and self-confidence.      CO3 K2  
(or)
- 9.b. Discuss on happiness and positive thinking.      CO3 K2

### Part - C

3 x 12 = 36

#### Answer ALL Questions

Each answer should not exceed 800 words or four pages

- 10.a. What is greeting? Discuss formal, informal and closing in greetings.      CO1 K2  
(or)
- 10.b. Explain the applications of speaking skills in different social situations.      CO1 K2
- 11.a. Define corporate culture. How attitude, self-motivation, emotional intelligence, e-mail etiquettes and telephone conversation applied in a corporate culture.      CO2 K2  
(or)
- 11.b. Explain the importance of interview and what strategies should an individual adopt to prepare for and successfully face an interview?      CO2 K1
- 12.a. Explain in detail about ascertainment, emotional maturity, weakness and fear.      CO3 K2  
(or)
- 12.b. Elaborate on the concepts of anxiety, anger, worry and permission.      CO3 K2

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Staff in-charge: Dr.V.Rachel

55(BCA)+60(B.Sc-CS)=115(SF Campus-2)