



14. The work of the \_\_\_\_\_ is to convince the judge that their position is the right one.  
a. parties                      b. students                      c. judges                      d. audience
15. In Debate, listening to the same tone for an entire session is  
a. aggressive                      b. polite                      c. boring                      d. enjoyable
16. Choose the palindrome from the following:  
a. Father                      b. Polymer                      c. Judges                      d. Racecar
17. In three arts of presenting, delivery means  
a. What you show as you speak                      b. How you speak  
c. What you speak                      d. What you give
18. Choose an example for homonyms.  
a. Heir – air                      b. Take on                      c. Saw- saw                      d. and also
19. The purpose of \_\_\_\_\_ is to generate ideas.  
a. focus group discussion                      b. just a minute  
c. brainstorming                      d. debate
20. In presentation skills, \_\_\_\_\_ depends on the objective of the presentation.  
a. audience                      b. subject matter                      c. venue                      d. time
21. \_\_\_\_\_ is a time management technique, in which a goal is set to finish it in a specific time.  
a. Pomodoro technique                      b. Time boxing  
c. Delegating tasks                      d. De-cluttering
22. In non- verbal communication, handshake is communicated through  
a. eye contact                      b. touch                      c. voice                      d. space
23. In \_\_\_\_\_ way of communication, information is communicated in a logical manner.  
a. incoherent                      b. coherent                      c. conscious                      d. content
24. While presenting, one should  
a. prepare                      b. rehearse  
c. move around and grab attention                      d. practice deep breathing
25. \_\_\_\_\_ are essential to gather lot of points in a debate.  
a. Flaky evidences                      b. Notes                      c. Yelling                      d. Conflict

**Part B**

**6 x 5 = 30**

**Answer ALL questions**

**Each answer should not exceed 400 words or two pages**

- 26.a. List down the Do's and Don'ts of Focused Discussion.  
(or)
- 26.b. Give an example of a moment when you were under limited time to make an important decision.
- 27.a. Define Homophones and Homonyms with examples using sentences (minimum 2).  
(or)
- 27.b. Explain the five principles of *Public Speaking*.
- 28.a. Enumerate on communication techniques (any 5).  
(or)
- 28.b. State the definition of *Comprehensive skills* and it's 4 C's.
- 29.a. Explain the process of Problem solving.  
(or)
- 29.b. What are the five ways you can use to organize effectively?
- 30.a. Write a brief note on Body Language.  
(or)
- 30.b. Expound Linking words with 5 examples:
- 31.a. Write about the process of Communication.  
(or)

31.b. Read the following passage and answer the questions:

Newspapers are our good friends. Newspapers bring us news and views from all corners of the world. Any incident or occurrence of importance that takes place is reported by the newspapers.

The word "NEWS" is interpreted as North, East, West and South. It means that the newspaper provides us with information regarding various subjects from all directions. Newspapers also give us articles on all kinds of topics such as political, social, economic monetary, business, commerce, sports, education, health etc. Newspapers publish advertisements that attract the attention of the customers.

They also contain book reviews of literary, historical and other books by the scholars. Newspapers are of different types. Some newspapers are published daily. They are called "Dailies". We must cultivate the habit of reading newspapers to know what is happening around the globe. The one who reads newspapers and interprets editorial pages can master in current affairs and general knowledge.

Reading newspapers helps you to find out what news is and how it is written. The one who dreams of being a journalist should not spare a day without reading the newspaper. They should be aware about the editorial and be well versed with vocabulary. We will get to know news from all the countries if we read newspapers regularly. If we are reading the newspapers seriously, it will also help to shine in competitive examinations.

- i. What kind of articles are published in newspapers?
  - A. Educational and health related
  - B. Political, social and sports related
  - C. Economic monetary, business, commerce related
  - D. All the above
- ii. What are the benefits of reading an editorial page?
  - A. One can become a businessman
  - B. One can become a poet
  - C. One can gain mastery over current affairs
  - D. One can pass the elite exam
- iii. Newspapers publish advertisements to attract:
  - A. Attention of foreigners
  - B. Attention of tourists
  - C. Attention of customers
  - D. Attention of air hostess
- iv. How do newspapers help the students?
  - A. It helps students to shine in competitive examinations.
  - B. It helps them in improving their logical reasoning skills
  - C. It helps to enhance their body language
  - D. It helps them in improving their mathematical abilities
- v. Who is a journalist?
  - A. One who teaches
  - B. One who reports news
  - C. One who reviews books
  - D. One who acts

### Part C

3 x 15 = 45

#### Answer ALL questions

Each answer should not exceed 800 words or four pages

- 32.a. Define communication. Explain the process of communication and discuss on the types of communication.  
(or)
- 32.b. Elaborate on Presentation Skills, the checklist for presentation and the stages of presentation.
- 33.a. Explain the concepts of brainstorming and focused discussion and write their differences.  
(or)
- 33.b. Write 10 points for and against the debate topic "Does technology make us smarter or lazier?"
- 34.a. What are the 7 C's of communication? Give detailed note on each of them?  
(or)
- 34.b. Answer the following:
  - i. Write a conversation between you and a travel agency to book a trip on behalf of your class to Thailand. (at least 10 dialogues each).
  - ii. Write your thoughts on what you would do if you become a Chief Minister for a day. (not exceeding 200 words).

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