

**Certificate in Communication Skills  
(2015-2016)  
Term End Examination  
December 2016  
CCS-03: Verbal Communication**

**Time: 3 Hours**

**Maximum Marks: 100  
(Weightage: 75%)**

**Note: (i) There are three sections A, B and C.  
(ii) Attempt three questions from Section A and three questions from Section B.  
Question 9 under Section C is compulsory.  
Figures on the right hand margin indicate marks.**

**Section-A**

**Answer the following questions in about 1000 words.**

**[20X3=60]**

1. What are the main elements of effective writing?
2. What are the different types of sentences? Describe with examples.
3. Write an essay on any one of the following:
  - (a) Benefits of Reading Biographies
  - (b) Role of Internet in Modern Life
  - (c) The Menace of Corruption
4. **Write a précis of the following passage in about 100 words.**

These are two considerations which deserve at least a word in any discussion of the future of the Indian theatre. The first is the rapid development of the cinema as a competitive for prophesied favor. At first, in the early flush of cinematic triumph people—some of whom might have been expected to, know better—prophesies the extinction of the theatre. It is now clear that though here and there, temporarily, the theatre may be affected, the cinema cannot hope to replace the stage and elbow it out of existence. Experience in the West has shown that the stage will always be required as a federal studio. For the technique is different and great stage actors have, always, to their disgust, discovered that film acting is at least only second best to them; it cannot mean to them what the stage means. Something is lacking in the human touch. In the theatre heart responds to heart and mind acts on mind in a way unknown to the cinema. Thus there is no danger of extinction to the theatre. On the other hand, the rivalry of the screen ought to and will put theatre to a new test and give it a new stimulus that may well lead to still higher planes of artistic achievement. Finally, a word about a national language spoken, written and thought might do for the theatre in India. With

the new awakening in social life the need of a common tongue is being increasingly felt. Much work is being done to bring out a common linguistic medium. The day when, it is accepted will be a great day for the Indian theatre, as it will be for all art in the country. But the theatre, because its life blood is spoken word, will gain most. With a common tongue, with a live national consciousness, the theatre will become to its own as definite instrument of national unity reflecting the national mind, interpreting the national heart and dreaming national dreams for the future.

## Section B

**Do as directed.**

1. You want to offer your candidature for the post of a Supervisor in a public sector undertaking. Prepare an application for this. [10]
2. The employees of your office are going to organize Art of Giving Week in the office premises. Prepare a notice for the same inviting people to join hands for this noble cause. [10]
3. (a) Form two words with each of the negative prefixes and suffixes given below. [5]  
*ir-, non-, dis-, mis-, -less*  
(b) Use the following words as nouns and verbs. [5]  
bank, drill, escape, gun, net

## Section C

**Do as directed:**

**[1X10=10]**

1. \_\_\_\_\_pet dog I have has\_\_\_\_\_ black mole on its right nose. (Use suitable articles)
2. If you \_\_\_\_\_(not work hard) this time, you are going to fail again. (Use the correct form of the verb given in brackets).
3. I \_\_\_\_\_(live) in this house since 2010. (Use the correct form of the verb given in brackets).
4. Tomorrow the English teacher would be on leave. You \_\_\_\_\_(need not/must not) go to the college. (Use the correct option)
5. People always try to hide differences at \_\_\_\_\_(society) functions. (Use the adjective form of the word in brackets).
6. The mother along with the child \_\_\_\_\_(was/were) injured in the accident. (Use the correct option)
7. Bread and butter \_\_\_\_\_(is/are) my favourite food. (Use the correct option)
8. Are you confident\_\_\_\_\_ winning a prize in this competition? (Use an appropriate preposition)
9. This house is belonging to my friend Sumeet. (Correct the error and rewrite the sentence)
10. I am not satisfied by your behaviour. (Correct the error and rewrite the sentence)