

Certificate in Communication Skills

CCS-01

Term End examination

December 2017

CCS-01: Listening and Oral Communication Skills

Time: 2 hours

Maximum Marks:50
(Weightage: 50%)

Note: (i) There are three sections A, B and C .
(ii) Attempt one question from section A and two short questions from question 3 under section B . Question under section C are compulsory.
Figures in the right hand margin indicate marks.

Section – A

Answer one question in about 1000 words.

[20]

1. Explain the process of listening and describe how listening helps in increasing the understanding and knowledge of the listener.
2. What do you understand by word stress and utterance stress? What rules do we follow while stressing the words in utterances? Explain with suitable examples.

Section – B

3 Write short notes on any two of the following in about 250 words.

[10x2=20]

- (a) Direct and indirect questions
- (b) Face to face and Telephonic conversation
- (c) Critical listening
- (d) Types of listening

Section – C

4. Mark the stress in the following words.

[5]

about ,develop ,narrate , debate ,application , librarian ,serious , biography , delete , blacksmith

5. Write the phonetic transcription of the following words.

[5]

clap , late ,image , win , women , college , ability ,imagine ,remember , computer