



Odisha State Open University

GM University Campus, Sambalpur
Website: www.osou.ac.in, e-mail: info@osou.ac.in

ASSIGNMENTS FOR CERTIFICATE IN COMMUNICATION SKILLS (CCS) JULY 2017

INSTRUCTIONS

[Please read the instructions carefully before attempting assignment questions]

Dear Learner,

Welcome to the Certificate Programme in Communication Skills (CCS) offered by Odisha State Open University, Sambalpur.

You are required to submit one assignment per course within the stipulated time in order to become eligible to appear in the term-end examination. The assignments will be evaluated by the counselors at your Study Centre. Please submit your assignment response to the Coordinator of the Study Centre. Before you attempt the assignments, please go through the course materials carefully. Please read the instructions pertaining to an assignment before you start writing your answer. Do not copy from the course material or from any other source. You are advised to read the material carefully, understand the same and write answers in your own language and style so that you can get good marks/grades.

Purpose of Assignments:

1. Assignments are part of the continuous evaluation process in Open and Distance Learning (ODL) system. Due weightage is given to the marks/grades you obtain in the assignments. This will help you for better performance in the term-end examination. If you secure good grades/marks in assignments, your overall performance will improve.
2. Assignments are also a part of the teaching-learning process in ODL. Your assignment, after evaluation, will be returned back to you with specific and general comments by the evaluator. This will help you to know your strength as well as your weakness. Thus, it will establish a two-way communication between the learner and evaluator.

How to write assignments:

1. Write your name, programme code, course title, enrolment no. and study centre code at the top of the cover-page of the assignment answer booklet;
2. Download the Assignment Question Papers and attach a copy of the same to your answer sheet of relevant papers for the purpose of evaluation;
3. Write the answers in your own handwriting. Leave sufficient margin at the left side of each page so that the evaluator can give comments on each paragraph/page;
4. Do not cross the word limit given in each question;
5. Your handwriting should be neat and readable.

Weightage for each assignment:

1. Each assignment will carry 25% weightage and term-end examination will carry 75% weightage.
2. Each assignment will be of 100 marks; but it will carry 25% weightage.
3. You have to score minimum pass mark of 40% in each assignment. In case you do not submit the assignment or get fail marks in the assignment you have to re-submit such assignments during the next year.

SUBMISSION DATES FOR ASSIGNMENTS

Sl. No.	Course Name	Course Code	Date of Submission	Day As Per the Calendar
1.	Listening And Speaking Skills	CCS-01	29 th Octoberber 2017	Sunday
2.	Reading Skills	CCS-02	29 th Octoberber 2017	Sunday
3.	Writing Skills	CCS-03	29 th Octoberber 2017	Sunday
4.	Soft Skills	CCS-04	29 th Octoberber 2017	Sunday

Course Title: LISTENING AND SPEAKING SKILLS

Assignment Code: CCS- 01/TMA/July/2017

Coverage: All Blocks

Full Marks: 100

[Answer the questions as directed. Figures on the right hand margin indicate marks]

1. **Answer any two of the following questions in about 500-600 words:** **[20x2=40]**
 - (a) Explain with examples various types and modes of communication.
 - (b) Why do you think listening to be difficult for you? Explain the main barriers in good listening with suitable examples.
 - (c) Discuss the various ways of asking and responding to questions politely with suitable examples.

2. **Answer the following questions:** **[10x3=30]**
 - (a) How do you make requests in English? Explain with various types of request-sentences.
 - (b) Differentiate hearing and listening with suitable examples. What are the benefits of listening?
 - (c) You had attended an interview for a faculty position in a school. Prepare a detailed note how you spoke to the jury and introduced yourself to present your candidature.

3. **Write notes on:** **[5x6=30]**
 - (a) Intonation and Stress
 - (b) Dissonance and Cognitive Dissonance
 - (c) Critical Listening
 - (d) Facts and Assumptions
 - (e) Asking and responding
 - (f) Conversation: Face to face and Telephonic



COURSE TITLE: READING SKILLS

Assignment Code: CCS- 02/TMA/July/2017

Coverage: All Blocks

Full Marks: 100

[Answer the questions as directed. Figures on the right hand margin indicate marks]

1. Answer any three of the following questions in about 500 words. [10X3=30]

- (a) What makes a text difficult to understand? Discuss various factors that affect intelligibility of a text for the readers?
- (b) What do you know about SQ3R technique? Discuss.
- (c) Define 'Reading'. Justify your answer with suitable examples.
- (d) Describe in brief Barret's Taxonomy of Reading Comprehension.

2. Give short answers to any four of the following questions: [5x4=20]

- (a) Why reading is seen as 'an active interaction with the reading material'?
- (b) Reading is an integrative process: Discuss
- (c) What do you know about 'Evaluation of Reading'?
- (d) Why is it important to develop study skills? Suggest some techniques for improving it.
- (e) What do you mean by a 'verb-stem'? What is its utility in a dictionary?

3. Write short-notes on any six of the following: [5x5=25]

- (a) The perceptual domain of reading
- (b) Inferential Comprehension
- (c) The librarian's job in a school
- (d) Rhetoric
- (e) Parallelism in a narrative

4. Read the following article and answer any five of the questions that follow: [2x5=10]

Now-a-days, the education system, especially in private schools, is abuzz with a term popularly known as 'Holistic Education'. It is said that this approach to education aims not only on the academic side, but at an all round development of the students. It thus includes all co-curricular activities like games and sports, yoga, dance, music, swimming, mountaineering, horse-riding etcetera.

The concept of holistic education should be understood properly before taking a major decision about the quantity of co-curricular activities, especially sports. In some private schools it is seen that a cricket net is erected the year round, in front of the administrative block so as to give an impression to the parents that this school gives priority to sports as well besides academics. In view of the craze for this game, may be, the parents are elated; but irrespective of this, this show is sure to hamper the students' interest in academics. Even today, in spite of the TV channels buzzing with many sports events and mostly cricket, we cannot dream of sports to be a career for majority of children. On the other hand, people making their career on the national arena in sports are only a handful.

Other avenues that are available for the sportsmen like employment in schools, offices etc need additional knowledge of other subjects of the school curriculum. Nonetheless, their future lies in good knowledge of the study materials that opens many avenues for them to earn their livelihood like doctors, engineers, computer personnel, HR managers, bureaucrats, lawyers & judges, scientists, accountants and what not. Parents therefore always expect their children to excel the examination. If a child fails in any sports event, it does not make them as sad as they become if it is in the academic examination.

We can compare holistic education with a dinner plate served with a balanced diet; where in carbohydrates acquire the major part, then come proteins, fats, vitamins and minerals; or we can imagine the quantity of rice, pulses (dal), vegetables, fruits and ghee etc. In the case of education what I feel, rice is Arts or humanities subjects like languages, social studies etc that form the most essential part of our survival in the human society. Then come Science and Math that adds protein to our life and nurtures the muscles of our abilities and strength of earning livelihood.

Health is no doubt a major concern. We get health from a balanced diet itself. We however need to make it healthier by physical exercises. A farmer or labourer does not go for sports, but still he is strong and stout as he earns a good health through his productive work. Sports are a good instrument for strengthening our health because it contains a lot of fun and enjoyment besides physical strain; but it is not as good as PT, Yoga, gymnastics, swimming etc. Unlike sports, yoga and gymnastics improve concentration of mind. Moreover, martial arts like judo, karate, lathi, wrestling; boxing etc can also be introduced for getting good health, while the students could be equipped with a self-defence mechanism for their future life.

Kabaddi is the best sport that has fun, more physical exercise and the art of capturing an intruder or escaping from a mob. Other games like football, hockey and volleyball too have fun with physical exercise. Volleyball can be played with a small space if we do not have a big field for football etc. Cricket is a pompous show rather than good exercise for all the participants.

Besides, we have fine arts, sculpture, drama, music and dance too that add flavour to our life. Its quantity should be like the ghee we add to our balanced diet. Sports too are a part of extracurricular activities like dance and music. The sum total of all these extra-curricular should be in the proportion of quantity of curry, salad and ghee in a balanced diet.

Barring PT, Yoga, gymnastics, swimming etcetera, other sports are a team work. A child interested in sports needs others to participate without which s/he cannot practise it at all. A youth excelling in a particular sport and earning a good name does so at the cost of many other participating students' future prospects that neglected their studies but could not withstand competition.

We get gastric derangements immediately and fatal diseases in the end when we habitually take tasty food just for the craze of it without caring for its utility. Similarly, we should adopt various sports from the utility point of view, and not merely for the craze for it, lest we should land nowhere after a lot of toil in sports neglecting academics and fail even to earn our livelihood. It is therefore necessary that the events and quantity of co-curricular activities in a school be decided keeping in view the students' future in terms of earning their livelihood along with acquiring good health and a sound witty mind.

- a) Why does the author compare holistic education with a balanced diet?
- b) Which sports does the author consider best and why?
- c) If we lay more stress on sports, can we call it holistic education? Justify your answer.

- d) If a school puts up a cricket net in front of its administrative building all the year round, what message does it disseminate to the students, parents and the general public?
- e) Do you think that the author of this essay loves cricket? Justify your answer.
- f) You excelled in sports but could not perform well in the academics. What impact will it have on your parents and why?

5. Do as directed:

[1x5=5]

- (i) The bills in original along with other connected documents have already been sent to you. (Change the voice)
- (ii) Many of the most intelligent people of the past invented ways and means to establish peace and harmony in the human society. (Change the voice)
- (iii) The liquid in the bottle kept on the table is a health- tonic. (Break it into 3 complete sentences.)
- (iv) The boss said that Mr Rohit has to account for his negligence in duty. (Change the narration)
- (v) Advertisements are put in the papers to recruit young men into the Army, Navy and Air Force. (Frame questions)

6. State whether the following statements are true (✓) or false (X)

[0.5x5=2.5]

- i) Type size of 10 point is ideal for eight year olds.
- ii) Legible texts immediately improve reading skills.
- iii) Pictures and drawings are always a great aid to reading.
- iv) It is better never to use passive sentences.
- v) Sentence length often indicates sentence complexity.

7. Fill-in the gaps with suitable prepositions from the list given below:

[0.5x5=2.5]

[out, with, for, over, from, to, in, of, up, on.]

- a) 15th is the last date; we have to fill_____ the forms for the examination.
- b) New entrants have to orient themselves _____ the company's culture.
- c) Recruiters fight tooth and nail with their competitors _____ the brightest talent.
- d) The Parliament House of India is situated _____ New Delhi.
- e) The politicians caught for having indulged in corruption have been debarred from contesting elections _____ the next six years.

8. Change these words into the part of speech given against each of them:

[0.5x10=5]

- a) Beauty (adjective),
- b) Speedy (verb),
- c) Uncertain (noun),
- d) Cloud (adjective),
- e) Clarity (verb),
- f) Appear (noun),
- g) Notification (verb),
- h) Elocution (adjective),
- i) Strength (adjective),
- j) Prescribe (noun).



COURSE TITLE: WRITING SKILLS

Assignment Code: CCS- 03/TMA/July/2017

Coverage: All Blocks

Full Marks: 100

[Answer the questions as directed. Figures on the right hand margin indicate marks]

1. **Answer any three of the following questions in about 500 words.** **[15X3=45]**
 - (a) What are the barriers to effective communication and how do you overcome them?
 - (b) What do you know about the writing process? What method would you adopt to produce a good write up on a given subject?
 - (c) You are the HR Manager of 'National Institute for Science Technology and Languages' (NISTAL), Bhubaneswar. Prepare an agenda for the Annual Day Celebrations to be held on 21st Jan.2018.
 - (d) How do you take notes from a lecture and reconstruct it before submitting the final write up.
2. Your village is facing scarcity of drinking water. Write a letter to the Executive Engineer, Public Health Department of your district for installation of at least 10 deep bore well hand pumps at strategic points in your village. **[10]**
3. What is a gerund? Explain with suitable examples of your own **[10]**
4. Give two meanings of each of the following words indicating their part of speech; and also frame sentences using these words in both the different meanings. **[2x5=10]**
 - (a) Term
 - (b) Interest
 - (c) Bank
 - (d) Fast
 - (e) Free
5. How can you precise the following expressions using single words instead: **[1x5=5]**
 - (a) Have the capacity to
 - (b) Do something seeking permission from someone
 - (c) At an early date
 - (d) On a daily basis
 - (e) During the time
6. Read the following article, prepare notes of the main points and write down a précised summary within one-third of the total word-count: **[20]**

THE NOBLE PROFESSION

[Written by Sagar Agrawal]

There are many professions in our life. We earn our livelihood by adopting different kinds of jobs like cultivation, farming, carpentry, weaving, sewing clothes, pottery, dairy, poultry, tanning, fishing, business, setting of factories for manufacturing various things, providing various kinds of services to people, driving, engineering, treating patients, teaching children, working as a priest and even killing

animals for selling their meat and skin etcetera. Out of these, the profession of a doctor is regarded as a noble profession as we save lives by curing various diseases. However, teaching is regarded as the noblest profession worldwide because this is the basic profession that leads a child to become a doctor, engineer or whatsoever.

In ancient times, the sages happened to be specialists in many subjects beginning from spiritual things to archery, martial arts, cultivation, astrology and even metallurgy science etcetera. These sages used to run their own residential schools known as '*gurukuls*' where the children of a king and a common man were taught and treated alike. The sages themselves lead a pious life and that along with their knowledge percolated unto to the pupils. The student-teacher relation was considered as most sacred and the teachers were hailed as respectable as the God Himself.

In modern times, with a materialistic view of the definition of civilization, our democratic government started giving more importance to science and technology rather than philosophical and spiritual things; and in the process the value based mythological stories and verses were gradually withdrawn. This has resulted in a rapid deterioration of the sanctity of this noble profession and the status of the teachers has been diminishing day by day.

Beginning with the British rule in our country until post-independence times, the government used to control the education sector as it is the first duty of a welfare state to impart education to all. However, with the steep rise of population of our country, the government gradually failed to establish adequate number of schools to provide free education to all the children and therefore started promoting public participation in establishing and managing educational institutions.

Since the days when the field of education was flung open for the corporate sector, the status of the teachers in the society, especially in the eyes of the students is fast declining. It is often seen in some private schools that the management with an intention to mount mental pressure on the teachers, keeps on reminding them, "We give top priority to the students", "We all are here only because of the students" etcetera; and there is no doubt about it. Nevertheless, it is not the welfare of the students behind such attitude of the management rather the greed of high scale fees that the 'edupreneurs' get from these students who belong to rich families.

Some Principals of such Public Schools, International or World Schools are seen scolding the teachers individually in the Assembly and other occasions in presence of the students. This results in moral retardation of the teacher and encourages students' indiscipline and disobedience. This personal servant-like behaviour towards the teachers indirectly injects disrespect for the teachers in the students' minds and makes them unruly. It works as a slow poison in the young mind and when such a child grows up, he may not become a good citizen.

A teacher can teach well only if he is in sound health and mind. As WHO defines health, it is the complete physical and mental wellbeing of a person. A person under the spell of mounting mental agony cannot be regarded 'healthy'; and such a person may commit blunders while at work. A particular work can be achieved in two ways, by affectionately asking one to do it or pass a stern order in a scolding manner. Humble attitude and polite behaviour always brings dividends, where as the other way there is every chance of losing the work.

Harsh behaviour makes people arrogant, that is not good for anybody, and it will reflect on one's teaching method indirectly and result in negligent routine fulfillment of his duty. In such a case, he will

complete the course, but the students will not feel the urge to learn it whole-heartedly. Partiality in personal behaviour among the staff and selective politeness with people affects team spirit. If 'scolding' the teachers by the management or administration of a school is made mandatory, then the students are not going to benefit. Even if a school has sufficient number of teachers, but there is lack of coordination and team spirit among them, then every teacher feels lonely and does not trust any of his colleagues for anything. If everyone thinks that the other member of the staff is spying on him, his time will be spent in self-defense. In such an atmosphere, how can anyone accomplish any work effectively without a cohesive attitude among the workers?

It is therefore necessary that the management's behaviour should be polite, enduring and encouraging instead of being harsh and oppressive towards all the members of the staff as they exhibit towards the students whom they regard as the VIPs in the school premises. The 'edupreneurs' should remember that though it is a business for them, still that business organization is a seat of learning and a 'factory' to mould today's child into a good citizen of the future. You cannot shiver this enormous responsibility simply because it is a business for you. Even from the most materialistic point of view of the student-teacher relation, if we consider that the students are the prime factors of the school, the teachers too constitute its back-bone.

If the back-bone is broken, the school cannot stand erect in the academic world. It is because of the widespread unemployment, highly qualified youth are working in private schools with a meagre amount of wages; so they need to be handled with love and affection so that they feel at home and do their best for the school and the students. This formula, the 'edupreneurs' may follow even as a diplomatic solution to their problems that can bring them double benefit. A loving and polite behaviour towards all, along with a balanced view of the holistic education can bring laurels and success in the students' future and that of the school.

[Total word count-1043]



Course Title: SOFT SKILLS
Assignment Code: CCS- 04/TMA/July/2017

Coverage: All Blocks

Full Marks: 100

[Answer the questions as directed. Figures on the right hand margin indicate marks]

1. **Answer the following questions in about 500-600 words:** **[15 X 4 = 60]**
- a) Define Body Language. What is the need and importance of body language in human society?
 - b) What do you mean by 'Group Discussion'? Give an account of its various types.
 - c) An advertisement has appeared for the recruitment of HR Manager in the National Institute for Science Technology and Languages (NISTAL), Bhubaneswar. Prepare your resume and its covering letter to be sent to the institute to present your candidature for the post.
 - d) Define empathy. Describe various elements of empathy.
2. **Write notes on:** **[5 X 8 = 40]**
- a) Presentation skills
 - b) Brain storming
 - c) Types of life skills
 - d) Telephonic communication
 - e) Importance of leadership skills
 - f) Types of etiquettes
 - g) Critical thinking skills
 - h) Stress management

