



ଓଡ଼ିଶା ରାଜ୍ୟ ମୁକ୍ତ ବିଶ୍ୱବିଦ୍ୟାଳୟ, ସମ୍ବଲପୁର, ଓଡ଼ିଶା  
Odisha State Open University, Sambalpur, Odisha  
Established by an Act of Government of Odisha.

# ASSIGNMENTS

SESSION: 2019-20

## Certificate in Communication Skills (CCS)

### SUBMISSION DATES FOR ASSIGNMENTS

Sl. No.	Course Code	Name of the Course	Last Date of Submission
1	CCS-01	Listening and Oral Communication Skills	<b>Sunday, 3<sup>rd</sup> November 2019</b>
2	CCS-02	Reading Skills	<b>Sunday, 3<sup>rd</sup> November 2019</b>
3	CCS-03	Writing Skills	<b>Sunday, 3<sup>rd</sup> November 2019</b>
4	CCS-04	Soft Skills	<b>Sunday, 3<sup>rd</sup> November 2019</b>

Please read the instructions carefully before attempting assignment questions.

# INSTRUCTIONS FOR DOING ASSIGNMENTS

DearLearner,

You are required to submit your assignment response within the stipulated time in order to become eligible to appear in the term-end examination. The assignments will be evaluated by the counsellors at your Study Centre. Please submit your assignment response to the Coordinator of your Study Center. For a 4 credit course, there is one Assignment and for 6/8 credit course, there must be minimum 02(two) Assignment.

## **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 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 the ODL system. 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 two-way communication between learner and evaluator.

## **How to Write Assignments:**

Please read the instructions for writing the response of an assignment before you start writing your answer.

1. Write your name, programme code, the course title, enrolment no. and study centre name with code in the top sheet of the assignment answer booklet. the format is given below.

**PROGRAMME TITLE:** \_\_\_\_\_

**ENROLMENT No.:** \_\_\_\_\_ **NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**COURSE CODE:** \_\_\_\_\_ **COURSE TITLE:** \_\_\_\_\_

**ASSIGNMENT CODE:** \_\_\_\_\_ **STUDY CENTRE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_

2. Before attempting the assignments, please go through the course materials carefully, understand the same and write answers in your own language and style.
3. **Write the answers in your own handwriting.** Give sufficient margin in the left side of each page so that the evaluator will give comments on each paragraph/page.
4. Your handwriting should be neat and readable.

## **Weightage for each Assignments:**

### **For courses without having Practical**

1. Each Theory 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 i.e. 40% or P (Pass) Grade in 10-point scale for each assignment. In case you do not submit the assignment or get fail mark in the assignment you have to re-submit in the next year.

### **For courses having Practical**

1. Each Theory Assignment will carry 15% weightage and each Practical Assignment will carry 10% 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 i.e. 40% in each assignment. In case you do not submit the assignment or get fail mark in the assignment you have to re-submit in the next year.

# **ASSIGNMENTS**

## **Listening and Oral Communication**

### **(CCS-01)**

**Full Mark – 100**

*(Answer all the questions, which is Compulsory)*

#### **GROUP- 'A'**

**Q. No. 1 Very Short answer-type Questions (Word Limit: 50 Words)**

**Marks: 1 × 10= 10**

**Write in short about the following:**

- a) Inferencing
- b) Syllable
- c) Semantic Noise
- d) What is the importance of body language in presentation?
- e) What do you mean by Pronouncing Dictionary?
- f) Enumerate the modes of communication?
- g) Enumerate the stages of Listening?
- h) Receiver Biases
- i) Summative feedback
- j) What is the role of mapping in note taking

#### **Group 'B'**

**Q. No 2. Short answer-type Questions (Word Limit: 100 Words)**

**Marks:5 X 4 = 20**

- a) What are the various Listening Styles?
- b) What is Cognitive Dissonance Theory of Communication?
- c) How Visual Aids are helpful in presentation?
- d) What do you mean by non-verbal communication?

#### **Group 'C'**

**Q. No 3. Medium answer-type Questions (Word Limit: 200 Words)**

**Marks: 10 X 4 = 40**

- a) What are the various distracting factors for Listening?
- b) What do you mean by Conversation starters ?Explain with illustrations.
- c) What are the various Intonation Patterns?
- d) What are the various types and mode of Oral Communication?

#### **Group 'D'**

**Q. No 4. Long answer-type Questions (Word Limit: 300 Words)**

**Marks: 15 X 2 = 30**

- a) What are the questions you should be aware of in your mind while listening and what are the ways to take good lecture notes through effective listening?
  - b) What is Telephone etiquette? Explain in detail.
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# ASSIGNMENTS

## CCS-02

### Reading Skills

Full Mark – 100

*(Answer all the questions, which is Compulsory)*

#### GROUP- 'A'

**Q. No. 1 Very Short answer-type Questions (Word Limit: 50 Words)**

**Marks: 1 × 10= 10**

- a) SQ3R technique
- b) Define reading
- c) Enumerate the important reading comprehension skills
- d) Define Cloze test
- e) Make nouns of the following words:  
Publish  
Advertise  
Introduce  
Announce  
Notify
- f) What do you mean by narratives?
- g) What do you mean by Study Skills?
- h) What is the use of Barrett's taxonomy in enhancing Reading skills?
- i) What are Readers factors?
- j) What are Text factors?

#### Group 'B'

**Q. No 2. Short answer-type Questions (Word Limit: 100 Words)**

**Marks: 5 X 4 = 20**

- a) What do you understand by Barretts taxonomy?
- b) What do you mean by Inferential Comprehension
- c) What are the various stages in Reading skills?
- d) What do you mean by response chains?
- e) What do you mean by Refutation?

#### Group 'C'

**Q. No 3. Medium answer-type Questions (Word Limit: 200 Words)**

**Marks: 10 X 4 = 40**

- a) Explain about the three domains of reading?
- b) Explain about Readability formulae.
- c) What do you mean by Lexical verbs?
- d) What do you mean by Modality? Explain with examples.

#### Group 'D'

**Q. No 4. Long answer-type Questions (Word Limit: 300 Words)**

**Marks: 15 X 2 = 30**

- a) What do you mean by Rhetoric? Illustrate with examples.
- b) Read the paragraph and answer the questions given below:  
"I Have a Dream" is a public speech delivered by American civil rights activist Martin Luther King Jr. during the March on Washington for Jobs and Freedom on August 28, 1963, in which he calls for an end to racism in the United States and called for civil and economic rights. Delivered to over 250,000 civil rights supporters from the steps of the Lincoln Memorial in Washington, D.C., the speech was a defining moment of the civil

rights movement.

Beginning with a reference to the Emancipation Proclamation, which freed millions of slaves in 1863, King observes that: "one hundred years later, the Negro still is not free". Toward the end of the speech, King departed from his prepared text for a partly improvised peroration on the theme "I have a dream", prompted by Mahalia Jackson's cry: "Tell them about the dream, Martin!" In this part of the speech, which most excited the listeners and has now become its most famous, King described his dreams of freedom and equality arising from a land of slavery and hatred. Jon Meacham writes that, "With a single phrase, Martin Luther King Jr. joined Jefferson and Lincoln in the ranks of men who've shaped modern America". The speech was ranked the top American speech of the 20th century in a 1999 poll of scholars of public address.

Q1. What issues does Martin Luther King's speech address?

Q2. What pushes King to speak: "I have a dream"?

Q3. From the last paragraph, give one word for "to leave"

Q4. What is the name of Martin Luther King's famed **speech**?

Q5. In front of whom does King speak?

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# ASSIGNMENTS

## CCS-03

### Writing Skills

**Full Mark – 100**

*(Answer all the questions, which is Compulsory)*

#### **GROUP- 'A'**

**Q. No. 1 Very Short answer-type Questions (Word Limit: 50 Words)**

**Marks: 1 × 10 = 10**

- a) What do you mean by Expository Discourse?
- b) What is drafting?
- c) What is Linking device?
- d) What do you mean by Biographical writing?
- e) What do you mean by Circular Letters?
- f) What do you mean by Deductive Reasoning?
- g) What are the various styles in announcements?
- h) What is a memo?
- i) What do you mean by an Agenda?
- j) What is a paragraph?

#### **Group 'B'**

**Q. No 2. Short answer-type Questions (Word Limit: 100 Words)**

**Marks: 5 X 4 = 20**

- a) What do you mean by Gerunds?
- b) What do you mean by Coherence in paragraphs?
- c) What do you mean by Direct style Announcement
- d) Use these sentences to write a paragraph on "Rising Prices"?
  - Intelligent People In The Economic Field
  - National Income And Production Do Not Increase In Proportion To The Rise In Price
  - India Faced Such Problems That In Spite Of Major Steps Taken To Improve The Economy, Our Economy Has Not Come Up
  - The Main Reason Behind This Unbalanced Gallop In Price Is Black Money.
  - All these Measures Will Take Time To Show Results.

#### **Group 'C'**

**Q. No 3. Medium answer-type Questions (Word Limit: 200 Words)**

**Marks: 10 X 4 = 40**

- a) Explain in detail about the writing process?
- b) Write a notice and Agenda for an Expert Committee Meeting for organizing a Job Fair?
- c) What are the difference between Formal Letters and Informal Letters?
- d) Write a request letter to the manager of a Hotel to book rooms and the conference hall for a organizing a workshop?

#### **Group 'D'**

**Q. No 4. Long answer-type Questions (Word Limit: 300 Words)**

**Marks: 15 X 2 = 30**

- a) What do you mean by writing? What are the variopus methods of writing?

- b) Explain in detail about Note-taking. Take notes and summarize the paragraph given below:

Like many anuran species worldwide, the frogs and toads of North Carolina have a difficult road ahead. Worldwide, scientists have documented drastic declines in many frog and toad populations. For many of these disappearances and declines, the exact causes are difficult to determine. In some parts of the United States, scientists have documented strange body malformations in some species. These alarming developments have prompted an increased interest in the threats facing amphibians. Many organizations have developed programs to monitor the status of frogs and toads throughout the world. In North Carolina, loss of quality habitat is one of the greatest threats frogs and toads face. Habitat destruction and fragmentation threaten entire populations by:

Eliminating wetland habitats necessary as breeding sites,

Removing forested areas and other upland habitats where many species live most of the year, and

Creating barriers between these two habitats that prevent individuals from migrating to and from breeding areas.

Scientists estimate that one-half of North Carolina's original wetlands have been lost due to urban development and conversion to cropland. Our state ranked sixth in the nation for total acres of land developed between 1992 and 1997.

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# ASSIGNMENTS

## Soft Skills

(CCS-04)

Full Mark – 100

*(Answer all the questions, which is Compulsory)*

**GROUP- 'A'**

**Q. No. 1 Very Short answer-type Questions (Word Limit: 50 Words)**

**Marks: 1 × 10= 10**

- a) What do you mean by Soft Skills?
- b) What do you mean by Procrastination?
- c) Enumerate the various types of Communication flow?
- d) What do you mean by Proxemics?
- e) What do you mean by Meaty Sandwich?
- f) What do you mean by Business Ettiquette?
- g) What is Gestures?
- h) What do you mean by Panel Interview?
- i) What do you mean by empathy?
- j) What do you mean by EQ?

**Group 'B'**

**Q. No 2. Short answer-type Questions (Word Limit: 100 Words)**

**Marks:5 X 4 = 20**

- a) What are the barriers to effective communication?
- b) What are the various effective Listening Skills?
- c) What are the essentials for making an effective presentation?
- d) What do you mean by Time Management? What are the methods of effective time management?

**Group 'C'**

**Q. No 3. Medium answer-type Questions (Word Limit: 200 Words)**

**Marks: 10 X 4 = 40**

- a) What do you mean by Grapevine Communication with example?
- b) Explain in detail about Positive and Negative Body Language?
- c) What do you mean by Mind Mapping? Explain with example.
- d) What do you mean by Creative and Critical Thinkling Skills???

**Group 'D'**

**Q. No 4. Long answer-type Questions (Word Limit: 300 Words)**

**Marks: 15 X 2 = 30**

- a) What do you mean by soft skills? What is the importance of soft skill? What are different types of soft skills ? Explain any five soft skills with example?
  - b) What do you mean by Group Discussion? What are the various types of Group Discussion. Explain the phases of Group Discussion Process?
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