

PSG COLLEGE OF ARTS & SCIENCE  
(AUTONOMOUS)

PG DEGREE EXAMINATION DECEMBER 2023  
(Third Semester)

TRANS DISCIPLINARY COURSE  
(Common to PG Programmes)

**PROFICIENT ENGLISH FOR PROFESSIONALS**

Time: Three Hours

Maximum: 50 Marks

**SECTION-A (5 Marks)**

Answer ALL questions

ALL questions carry EQUAL marks

(5 x 1 = 5)

- 1 We are usually engaged in -----listening.  
(i) active (ii) passive  
(iii) entertaining (iv) alert
- 2 ----- refers to behaving in a socially responsible way.  
(i) eye contact (ii) gestures  
(iii) postures (iv) Etiquette
- 3 -----referred to as gist reading, means going through the text to grasp the main idea.  
(i) Skimming (ii) Scanning  
(iii) Intensive Reading (iv) Extensive reading
- 4 A -----is a document that outlines a plan of action, request for funding, or proposal of an idea.  
(i) note taking (ii) note making  
(iii) proposal (iv) resume
- 5 -----is the ability to influence other people's thoughts and opinions using convincing arguments and facts.  
(i) interpersonal (ii) intrapersonal  
(iii) empathy (iv) Persuasion

**SECTION - B (15 Marks)**

Answer ALL Questions

ALL Questions Carry EQUAL Marks

(5 x 3 = 15)

- 6 a Distinguish the degree of Communication Skills.  
OR  
b Construct a paragraph on Effective Listening.
- 7 a Dissect the method of developing Speaking skills with some practical examples.  
OR  
b Inspect the aim of group dynamics.
- 8 a Survey the steps involved in comprehension exercises.  
OR  
b Extend your ideas on methods and techniques of Teaching Reading.
- 9 a Send a letter to the Deputy Commissioner of Police about the problem of eve teasing in your locality.  
OR  
b Write an essay on "Women Empowerment".
- 10 a Outline the result of critical thinking.  
OR  
b Examine the importance of empathy.

Cont...

**SECTION -C (30 Marks)**

Answer ALL questions

ALL questions carry EQUAL Marks (5 x 6 = 30)

- 11 a Summarize the important steps involved in communication process.

OR

- b Demonstrate the result of effective listening.

- 12 a Write an essay on the appropriate use of Body Language.

OR

- b Examine the structure and delivery in presentation.

- 13 a Classify the art of reading with some suitable examples of your own.

OR

- b Read the comprehension to answer the questions below:

It is 6.25 p.m. and Tom is sitting in the student lounge near the T.V. He is waiting for the evening news. He watches the news every evening at this time. Newspapers are still difficult for him, but he likes to listen to the T.V. and watch the scenes of actual events. He always sees some international news then, too.

This evening, several students are watching the news with Tom. Some are sitting in big comfortable chairs. Others are lying on the floor. Usually, when the news comes on, one boy gets up and turns up the volume. At the moment, some of the students are talking to each other, and the news is difficult to hear. Tom is sitting on the edge of his chair and watching the TV screen intently. He is trying to understand what the person is saying.

On the screen, a fire is burning in an office building in Chicago. Firefighters are aiming their hoses at the fire. A reporter is interviewing one of the office workers. In another news story, a town in Kansas is cleaning up after a tornado. The speaker is describing the terrible damage to people's homes. Usually, when the news broadcast ends, Tom gets up and turns off the TV. Every evening, he asks himself the same thing:

Questions:

1. What does Tom do every evening?
2. Why does Tom like watching the news?
3. Who are watching the news with Tom?
4. Where is Tom sitting?
5. How is the second news?
6. Give suitable title to the passage.

- 14 a Prepare a Resume for the job of a Junior Assistant with M/s. Mother India Export company, 256, Subash Nagar, Gandhipuram, Chennai, present relevant information.

OR

- b. Make notes on the passage given below:

I think the introduction of computers will lead to unemployment. Any great change will bring with it good and bad effects. Computerization on a large scale is sure to rob many workers of their jobs. Computers, though made by man, are faster, more efficient, more productive and almost tireless in performance. Hence, they are preferred to human workers wherever possible. The work that used to be done manually by three or four counter clerks is done by one with a computer in many organizations. So two people lose their jobs.

There is the other side to this coin. We are in need of more and more experts and people with a working knowledge of computers with the introduction of computers into more and newer areas. We need programmers to make computers to do what is required of them and we need computer operators to operate them. So jobs are created. To cope with the unemployment problem that might be the result of the introduction of computers, we can make more people "computer literate" and make sure that they make themselves qualified to grab the newer employment opportunities offered by this new and seemingly ever-improving field of computers and information technology. As the saying goes "If you can't fight them, join them".

- 15 a. Interpret the leadership quality and his/ her contribution through this ability in team.

OR

- b. Analyse the key features of interpersonal skills and ways to develop this skill.