

- Q.2 a. State the various media of communication and describe any two media.**

Answer: Page Number 8 of Text Book.

- b. Explain at least three limitations of oral as well as written communication.**

Answer: Page Number 11-12 of Text Book.

- Q.3 a. Suggest ways of improving our concentration in reading.**

Answer: Page Number 22 of Text Book.

- b. Distinguish between Narrative Writing and Descriptive Writing.**

Answer: Page Number 49 of Text Book.

- Q.4 a. Read the passage and answers the following questions:**

Spit keeps our mouths moist and softens our food when we chew. Without spit in our mouths, we would have a hard time talking. We would find it even harder to swallow. But for some animals, spit works better after it has left the mouth. Some animals are experts at surviving because they are expert spitters. Llamas are animals often found in petting zoos and farms. These animals seem to like their personal space. A llama that feels threatened or annoyed will spit slimy gobs at you to get you to leave it alone. Sometimes llamas even spit on each other to steal food! This trick usually works, because llama spit includes food from the llama's stomach, and it can be quite smelly. When a llama spits on another animal, the animal usually loses its appetite and walks away, leaving its food behind. The archer fish is a very skilled spitter. This fish is like a submarine with a loaded weapon. It takes aim and spits jets of water at insects and other small creatures to knock them into the water. Then it gulps them down quickly. To create such a forceful stream of water, an archer fish closes its gills, and uses its tongue to form a tube in its mouth. Then the fish sticks its snout out of the water and aims. Aim! Launch! Lunch! Spitting cobras are also known for their expert aim. These snakes spray poisonous venom from their fangs to protect themselves. Scientists believe that these snakes actually aim for the eyes! When the cobra's venom gets into the eyes of an animal, the venom causes terrible pain, and even blindness. This gives the snake plenty of time to get away. Spitting is considered to be rude behavior in people. But for some animals, spitting can be a smart way to get lunch –or a clever way to avoid becoming lunch.

(i) How does spit in our mouth help us?

Answer: The spit in our mouth helps us to soften and moisten the food we chew. The absence of spit in our mouth would make talking difficult.

(ii) How does the llama use its spit to its advantage?

Answer: Llamas are animals found in zoos and farms. They like to live separately. In order to create a space for themselves, they use their spit to throw out slimy gobs at other creatures. At times they use their spit to steal food.

(iii) The arch fish is skilled spitter. Justify.

Answer: The archfish is a skilled spitter. It spits jets of water at insects and gulps them down. The archfish uses its gills and tongue to kill small creatures in water.

(iv) Why does the cobra spit venom?

Answer: The cobras spit venom in order to protect themselves from enemies.

(v) Say true or false. "Do not spit."

Answer: True. (Spitting is considered to be rude behaviour in people.)

b. Do as directed

**(i) He said to me, "Why did you conceal the incident from me?"
(Change the narration)**

Answer: Page Number 97 of Text Book.

(ii) He is the best student in our class. (Change to comparative Degree)

Answer: Page Number 99 of Text Book.

(iii) The director ordered his junior to immediately report. (Correct the sentence)

Answer: Page Number 87 of Text Book.

(iv) He is certain that he will give you profit. (Convert into a simple sentence)

Answer: Page Number 100 of Text Book.

Q.5 a. Choose from the following sentences subject × verb, object & adjectives:

- (i) Get yourself ready.
- (ii) The sun keeps us warm.
- (iii) The cold weather turned the leaves red.
- (iv) I found the box empty.

Answer: Page Number 189 of Text Book.

Q.6 a. State different types of listening and explain any two types of listening.

Answer: Page Number 193 of Text Book.

b. Discuss the problem of moulding the audience to the speaker's objective.

Answer: Page Number 200 of Text Book.

Q.7 a. Write a note on soft skills for Global leadership.

Answer: Page Number 202 of Text Book.

b. What are the main features of campus recruitments?

Answer: Page Number 209 of Text Book.

Q.8 a. Write the antonyms of the following by changing the prefix:

- | | |
|--------------|---------------|
| (i) absent | (ii) ascend |
| (iii) export | (iv) external |
| (v) increase | (vi) emigrant |

Answer: Page Number 228 of Text Book.

b. Write the synonyms of the following verbs:

- | | |
|----------------|------------|
| (i) look | (ii) try |
| (iii) discover | (iv) teach |
| (v) plan | (vi) heal |

Answer: Page Number 263 of Text Book.

Q.9 a. What is PPRA formula used in the planning of a report?

Answer: Page Number 273 of Text Book.

b. How is *table of contents* different from *abstract or summary* in a report?

Answer: Page Number 278-279 of Text Book.

TEXT BOOK

THE FUNCTIONAL ASPECTS OF COMMUNICATION SKILLS BY Dr P Prasad, Publisher: S K Kataria & Sons, 5th Edition (2011-2012)