



SREENIVASA INSTITUTE of TECHNOLOGY and MANAGEMENT STUDIES
(Autonomous)
Chittoor

(ENGLISH FOR CAREER DEVELOPMENT)

Question bank

I - MCA / I - SEMESTER

18SAH117

Regulation: R18



Compiled by : Department of English

SITAMS



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DEPARTMENT of SCIENCE and HUMANITIES

I MCA I Semester

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18SAH117

ENGLISH FOR CAREER DEVELOPMENT

Course Educational Objectives:

CEO1: To develop Knowledge on the usage of grammar in spoken and written communication.

CEO 2: To give importance on Speaking Skills by applying proper vocabulary.

CEO 3: To acquire Knowledge on use of using right body language while giving presentations.

CEO4: To get knowledge on Reading and Listening skills.

CEO5: To understand the ability to write effective English words.

UNIT-1 Basic English Grammar concepts:

(a)Articles-Prepositions

(b) Tenses-Subject-verb agreement

(c) Vocabulary Development- Synonyms, Antonyms, Oneword Substitutes, Idioms and Phrases, Suffixes and Prefixes

UNIT-2 Annexing Reading and Listening:

(a)Reading-Reasons for poor reading-Improving reading skills-Techniques in reading-Skimming-Scanning-Non-verbal signals-structure of the text-punctuation-Author's view- Reader's Anticipation.

(b)Listening and its types-Barriers to good listening-Qualities of a good listener.

UNIT-3 Informative English skills:

Communication- Nature – Characteristics-Verbal communication-Interpersonal speaking-Public speaking-How to improve verbal communication?

UNIT-4 Non Verbal Communication:

(a) Kinesics- Body Language- Gestures – Proxemics- Chronemics etc

(b) Paralinguistic features

UNIT-5 English for correspondence:

(a)Introduction to Email writing- Email Etiquette-Report Writing-Proposal Writing- Abstract writing

(b) Types of Letters-Letters to Editors-Complaint Letters-Official Letters



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On successful completion of the course, students will be able to		POs related to COs
CO1	Understand the proper usage of grammar in one's career development as a lifelong learning	PO1, PO10
CO2	Understand the importance on speaking skills by applying good vocabulary	PO1, PO9,
CO3	Understand the use of proper body language skills while giving Power Point presentations	PO1, PO12
CO4	Individual knowledge on Reading and Listening skills	PO1, PO12
CO5	Understand how to use effective English words to write their project reports	PO1, PO10, PO12

Reference Books:

1. Business Communication and Soft Skills by K.Srinivasa Krishna and Dr. B.Kuberudu; Excel Books: New Delhi 2008
2. Developing Communication skills by KrishnaMohan and Meera Benarji.
3. Communication Skills: Sanjay Kumar and Pushpa Latha, Oxford University Press. 2011
4. Practical English Usage: Michael Swan, Oxford University Press, 1995
5. Remedial English Grammar: F.T. Wood. Macmillan, 2007
6. English Vocabulary in Use by Oxford University Press New edition



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QUESTION BANK

Question No.	Questions	PO Attainment
UNIT – 1: – BASIC ENGLISH GRAMMAR CONCEPTS		
PART-A (Two Marks Questions)		
1	What is Article?	REMEMBERING
2	How many types of Articles are there? What are they?	REMEMBERING
3	Define Preposition?	REMEMBERING
4	What is meant by Tenses?	REMEMBERING
5	How many types of Tenses are there? What are they?	REMEMBERING
6	Define Subject verb agreement?	REMEMBERING
7	What is vocabulary?	REMEMBERING
8	Define Synonym with example?	REMEMBERING
9	Define Antonym with example?	REMEMBERING
10	What is meant by one word substitute?	REMEMBERING
11	What is an Idiom?	REMEMBERING
12	What is meant by Phrase?	REMEMBERING
13	Define suffixes?	REMEMBERING
14.	Define Prefixes?	REMEMBERING
PART-B (Ten Marks Questions)		
1	Fill the following blanks with suitable articles: a. There is----- urgent message for you. b. Twelve months make ----- year. c. According to -----Bible, we should love our neighbors. d. ----- Young man has come to see you. e. Can you show me ----- way to the post office? f. Which is ----- longest river in India? g. I shall be back in ----- hour. h. Is there ---- hospital in your town? i. ----- Lotus is a beautiful flower. j. Kalidas is ----- Shakespeare of the East.	REMEMBERING



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2	<p>1. A) Add the correct prefix for the following words:</p> <ol style="list-style-type: none">a. Spokenb. Cooperationc. Nationald. Changee. Monthly <p>B) Write the synonym of the following words:</p> <ol style="list-style-type: none">a. Beautifulb. Boldc. Calmd. Decreasee. New.	REMEMBERING
3	<p>Use the proper verb forms in the following sentences.</p> <ol style="list-style-type: none">a. The water----- (boil). Can you turn it off?b. John isn't lazy. He ----- (work) hard most of the time.c. Don't put the dictionary away. I ----- (use) it.d. This room ----- (smell). Let's open a window.e. W.A. Mozart ---- (start) composing music at the age of five	REMEMBERING
4	<p>Write the suitable prepositions in the following blanks.</p> <ol style="list-style-type: none">a. He lives ----- Delhi.b. His father died ----- cardiac failure.c. They travel ----- foot.d. She lives ----- Gandhi road.e. My house is ----- railway station.	REMEMBERING
5	<p>Write Idioms for the following words with one sentence:</p> <ol style="list-style-type: none">a. Bag and Baggage.b. By fits and starts.c. Pros and cons.d. Next to nothing.e. Slow and steady.	REMEMBERING
6	<p>Write one word substitutes for the following words:</p> <ol style="list-style-type: none">a. Opthamologist.b. Taciturn.c. Study of the Earth.d. Atheist.e. Polyglot.	REMEMBERING



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Question No.	Questions	PO Attainment
UNIT – 2: ANNEXING READING AND LISTENING		
PART-A (Two Marks Questions)		
1	What are the sub skills in reading	REMEMBERING
2	What is meant by reading	REMEMBERING
3	Differentiate between scanning and skimming?	REMEMBERING
4	Define author's view point?	REMEMBERING
5	Define Listening?	REMEMBERING
6	How many types of Listening skills are there?	REMEMBERING
7	What is difference between Listening and Hearing?	REMEMBERING
8	What is meant by Reader's anticipation?.	REMEMBERING
9	What are the techniques in reading?	REMEMBERING
10	What is meant by skimming?.	REMEMBERING
11	What is meant by scanning?	REMEMBERING
12	What do you mean by structure of the text?	REMEMBERING
13	What are the qualities of a good listener?	REMEMBERING
14	What are the barriers to good listening?	REMEMBERING
15	What do mean by Nonverbal signals?	REMEMBERING
PART-B (Ten Marks Questions)		
1	Define Reading? What are the techniques in reading? Explain?	REMEMBERING
2	What are the barriers of good listening?	REMEMBERING
3	Elucidate some suggestions to improve reading comprehension?	CREATING
4	Discuss in detail the barriers to listening?	CREATING
5	What are the reasons for poor comprehension reading?	REMEMBERING
6	What are the skills to improve reading comprehension skills?	REMEMBERING
7	Describe briefly the types of listening?	ANALYSING
8	Name the techniques for good comprehension reading	CREATING
9	What are the sub skills in reading? Explain?	REMEMBERING
10	What are the qualities of good listener?	REMEMBERING



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Question No.	Questions	PO Attainment
UNIT – 3: INFORMATIVE ENGLISH SKILLS:		
PART-A (Two Marks Questions)		
1	Define communication?	REMEMBERING
2	What is meant by interpersonal communication?	REMEMBERING
3	What are the characteristics of communication?	REMEMBERING
4	What is meant by verbal communication?	REMEMBERING
5	What is meant by Nonverbal communication?	REMEMBERING
6	Differentiate between public and private speaking?	ANALYSING
7	What is importance of communication?	REMEMBERING
8	The word Communication is derived from which language?	REMEMBERING
9	What is the difference between verbal and Nonverbal communication?	REMEMBERING
10	How to improve verbal communication?	REMEMBERING
PART-B (Ten Marks Questions)		
1	What is verbal communication? How to improve verbal communication?	REMEMBERING
2	Write short notes on communication and describe the nature of communication?	REMEMBERING
3	State the barriers for effective communication?	REMEMBERING
4	Describe the features of an effective communication?	CREATING
5	What is importance of communication? Explain?	REMEMBERING
6	What is importance of Interpersonal speaking?	REMEMBERING
7	What are the characteristics of verbal communication?	REMEMBERING
8	What are the common types of barriers to communication and explain?	REMEMBERING
9	What are the suggestions to improve verbal communication	REMEMBERING
10	Define communication? How to improve verbal communication?	REMEMBERING



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Question No.	Questions	PO Attainment
UNIT – 4: NON VERBAL COMMUNICATION:		
PART-A (Two Marks Questions)		
1	Define Nonverbal communication?	REMEMBERING
2	What is kinesics?	REMEMBERING
3	Write any three paralinguistic features?	REMEMBERING
4	Define Proxemics?	REMEMBERING
5	What is meant by chronemics?	REMEMBERING
6	What do you mean by paralinguistic features?	REMEMBERING
7	What do you mean by Gestures?	REMEMBERING
8	Define Body language?	REMEMBERING
9	How many Gestures are there?	REMEMBERING
10	Differentiate between proxemics and chronemics	ANALYSING
PART-B (Ten Marks Questions)		
1	What is Nonverbal communication? Suggestions to improve nonverbal communication	REMEMBERING
2	How can you say that postures play a vital role in the communication process	REMEMBERING
3	Discuss the different kinds of hand gestures and the emotions they denote?	PO1,PO9,PO10
4	Write short notes on communication and describe the nature of communication?	REMEMBERING
5	What are the major areas of non-verbal communication?	REMEMBERING
6	Body language is an important basis of communication? Comment on?	EVALUATING
7	What is the importance of paralinguistic features?	REMEMBERING
8	What is kinesics? Write any three paralinguistic features?	REMEMBERING
9	What are the characteristics of non-verbal communication?	REMEMBERING
10	Define non-verbal communication? What are the suggestions to improve nonverbal communication	REMEMBERING



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Question No.	Questions	PO Attainment
UNIT – 5: ENGLISH FOR CORRESPONDENCE:		
PART-A (Two Marks Questions)		
1	What is Email?	REMEMBERING
2	What is meant by Abstract writing?	REMEMBERING
3	List out any four e-mail etiquettes?	REMEMBERING
4	What is report writing?	REMEMBERING
5	How many types of letters are there? What are they?	REMEMBERING
6	What do mean by formal letter?	REMEMBERING
7	What do mean by Informal letter?	REMEMBERING
8	What are the characteristics of e-mail?	REMEMBERING
9	What is proposal writing?	REMEMBERING
10	What are the uses of e-mail writing?	REMEMBERING
PART-B (Ten Marks Questions)		
1	What is Email etiquette? Write format of Email?	REMEMBERING
2	What is Report writing? Write types and characteristics of a report writing?	REMEMBERING
3	What are the essential features of an official letter?	REMEMBERING
4	What is meant by abstract writing? Explain?	REMEMBERING
5	Define abstract and discuss the key elements of an abstract?	REMEMBERING
6	Write a letter to your college principal requesting him to issue you transfer certificate?	REMEMBERING
7	Describe the techniques for participating in meetings?	REMEMBERING
8	What are the elements that are required while drafting a letter?	REMEMBERING
9	Explain briefly the features of an effective technical presentation?	UNDERSTANDING
10	What are the techniques that must be followed while chairing a session?	REMEMBERING

ALL THE BEST