5**.** a) Describe in detail the important skills required for effective

 comprehension?

**OR**

 b) Detail some strategies for effective note-making?

6. a) What are the similarities and differences between summary and

 not-making?

**OR**

 b) How to refer a dictionary?

 [52,53/416]

**[May-16]**

**[ADDCS-102/ADDCE-102]**

**PGDCS & DCE EXAMINATION**

**LANGUAGE SKILLS (LSRW Skills)**

(Effective from the admitted batch 2009-10)

**Time: 3 Hours Max.Marks: 70**

---------------------------------------------------------------------------------------------**Instructions:** All parts of the unit must be answered in one place only.

 Figures in the right hand margin indicate marks allotted.

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**SECTION-A**

1. Answer any **four** of the following 4x5=20

 a) What is Active Listening?

 b) What are the traits of a good listener?

 c) What are the implications of effective listening?

 d) What are Dos and Don’ts for effective Telephone conversation?

 e) What are different modes of Reading?

 f) What is Creative Reading?

 g) What are the Basic Skills in Comprehension?

 h) How to make Notes Effectively?

**SECTION-B**

Answer all questions 5x10=50

2. a) Briefly summarise various modes of listening?

**OR**

 b) What are the traits of a good listener?

3. a) Elucidate various strategies for effective conversation?

**OR**

 b) What are the basic features of Spoken English?

4. a) “We should plan telephone conversation” Substantiate?

**OR**

 b) What are various modes of reading. Detail with examples

5**.** a) Describe in detail the important skills required for effective

 comprehension?

**OR**

 b) Detail some strategies for effective note-making?

6. a) What are the similarities and differences between summary and

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**OR**

 b) How to refer a dictionary?

 [52,53/416]

**[May-16]**

**[ADDCS-102/ADDCE-102]**

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