

Code: 23HS1201

**I B.Tech - II Semester – Regular / Supplementary Examinations  
MAY 2025**

**COMMUNICATIVE ENGLISH  
(Common for CE, ME, IT, AIML, DS)**

Duration: 3 hours

Max. Marks: 70

Note: 1. This question paper contains two Parts A and B.

2. Part-A contains 10 short answer questions. Each Question carries 2 Marks.

3. Part-B contains 5 essay questions with an internal choice from each unit. Each Question carries 10 marks.

4. All parts of Question paper must be answered in one place.

BL – Blooms Level

CO – Course Outcome

**PART – A**

		BL	CO
1.a)	Identify the synonyms of the following words 1.Beautiful 2.Mischievous	L3	CO2
b)	Make use of suitable verb forms to fill in the blanks. 1. The baby _____ (cry/cries/cried) when she is hungry. 2. The sun _____ (rise/rises/rose) in the east.	L3	CO2
c)	Insert appropriate prepositions 1. I have been reading this book.....2018. 2. My first rank is ..... stake, you see.	L2	CO1
d)	Fill in the blanks with suitable articles. 1. My sister is married to ..... farmer. 2. She has got ..... Imported pen.	L2	CO1
e)	Identify the error and rewrite the correct sentences. 1. I had been to Vijayawada yesterday. 2. Both Hari as well as Krishna came to see me.	L3	CO2
f)	Choose the right verb that agrees with the subject. 1. Idly and Sambar are my favorite breakfast. 2. Not only the guitar player but also the drummer were soaked with sweat.	L3	CO2

g)	List some common resume formatting tips to make it look professional.	L3	CO3
h)	Explain how a recent graduate can highlight his / her skills and achievements in a resume without prior work experience.	L3	CO3
i)	What are the key differences between formal and informal letters? Provide examples.	L3	CO3
j)	What are the essential components of a letter?	L3	CO3

**PART – B**

			BL	CO	Max. Marks
UNIT-I					
2	a)	Formulate the antonyms for the following words 1. Admire 2. Bravery 3. crooked 4. Dirty 5. Economise	L4	CO2	5 M
	b)	Identify the words for the following prefixes 1. Inter ..... 2. Super..... 3. Under ..... 4. Over ..... 5. Non .....	L3	CO2	5 M
OR					
3	a)	Skim the passage given below and answer the following questions. An earthquake comes like a thief in the night, without warning. It was necessary, therefore to invent instruments that neither slumbered nor slept. Some devices were quite simple. One, for instance, consisted of rods of various lengths and thicknesses which would stand up on end like ninepins. When a shock came it shook the rigid table upon which these stood. If it were gentle, only the more unstable rods fell. If it were severe, they all fell. Thus, the rods by falling and by the direction in which they fell, recorded for the slumbering scientist, the strength of a shock that was too weak to waken him and the direction from which it came. But, instruments far more delicate than that were needed if any really	L3	CO2	5 M

		serious advance was to be made. The ideal to be aimed at was to devise an instrument that could record with a pen on paper the movements, of the ground or of the table, as the quake passed by. While I write, my pen moves; but the paper keeps still. With practice, no doubt, I could, in time, learn to write by holding the pen still while the paper moved. That sounds a silly suggestion, but that was precisely the idea adopted in some of the early instruments (seismometers) for recording earthquake waves. But when table, pen holder and paper are all moving how is it possible to write legibly? The key to a solution of that problem lay in an everyday observation. Why does a person standing in a bus or train tend to fall when a sudden start is made? It is because his feet move on, but his head stays still. 1. What does this passage say about the early instruments for measuring earthquakes? 2. Why was it necessary to invent instruments to observe an earthquake? 3. Why was the simple device with rods standing like ninepins replaced by a more sophisticated one? 4. What does the everyday observation referred to in the passage? 5. What idea did the early seismometers adopt to record earthquakes?			
	b)	Analyze the significance and appropriateness of the title "Gift of Magi".	L4	CO2	5 M
<b>UNIT-II</b>					
4	a)	Prepare a note on the following content. You may never want to fly kites to keep away evil spirits, as the Chinese have done for centuries, or to make rain, as the Tibetans did, but some more modern and western uses may tempt you to try experimenting yourself along similar lines. Ancient and medieval Chinese sources describe kites being used for measuring distances, testing the wind, lifting men, signalling and communication for military operations. The earliest known Chinese kites were flat (not	L3	CO4	5 M

		<p>bowed) and often rectangular. Later, tailless kites incorporated a stabilizing bowline. Kites were decorated with mythological motifs and legendary figures; some were fitted with strings and whistles to make musical sounds while flying. From China, kites were introduced to Cambodia, India, Japan, Korea and the western world.</p> <p>The most widespread use of kites in modern times has been for meteorological investigations. Everybody knows about how Benjamin Franklin, the great American scholar and statesman, sent a kite up in 1752 during a thunderstorm to prove that lightning was caused by electricity. He produced sparks at ground level from a key hung on the wet line as the current flowed down it.</p> <p>An investigator repeated Franklin's experiment shortly afterwards and was killed. By sending up instruments on kites it has been possible to make readings of air pressure, temperature, speed, direction and humidity. Although thermometers had been sent up long before, it was not until 1894, that a self-reading thermometer, a thermograph, was sent up by a kite.</p>			
	b)	Develop a well-structured paragraph on the following topic "The impact of AI on everyday life"	L4	CO4	5 M
<b>OR</b>					
5	a)	Explain how "The Brook" reflects Tennyson's philosophical perspective on life and time. Discuss how the poem aligns with broader themes of change, continuity and the passage of time in literature.	L3	CO4	5 M
	b)	Write a paragraph on "How electric vehicles are changing the future of transportation".	L4	CO4	5 M
<b>UNIT-III</b>					
6	a)	Elon Musk is known for taking big risks in business. Can you apply his risk-taking approach to a startup idea of your own?	L3	CO5	5 M
	b)	Read the passage and modify by applying proper paraphrasing techniques.	L4	CO5	5 M



		In the 1920s, an American academic, Elton Mayo, researched the effects of the physical environment on the productivity of workers. The result, known as the Hawthorne Studies, named after the electric company where it took place, showed that workers could be motivated to work harder by making small changes to the workplace, such as altering the lighting or the layout of a room.			
<b>OR</b>					
7	a)	<p>Read the following text and make inferences.</p> <p>A well-dressed young man entered a big textile shop one evening. He was able to draw the attention of the salesmen who thought him to be rich and likely to make heavy purchases. He was shown the superior varieties of suit lengths and saris. But after casually examining them, he kept moving to the next section, where readymade goods were being sold and further on to the hosiery section. By then, the salesmen had begun to doubt his intentions and drew the attention of the Manager. The Manager asked him what exactly he wanted and he replied that he wanted courteous treatment. He explained that he had come to the same shop in casual dress that morning and drawn little attention. His pride was hurt and he wanted to assert himself. He had come in good dress only to get decent treatment, not for getting any textiles. He left without making any purchase.</p> <p>1. Why was the young man well dressed?  2. Why did the young man move to the hosiery section?  3. Why did the young man leave without purchasing anything?  4. Why did the manager ask the young man what he wanted?  5. Write the synonym of the word "Pride".</p>	L3	CO5	5 M

	b)	Explain Elon Musk's entrepreneurial spirit. What qualities set him apart as an innovator and how did his early ventures contribute to his success in the Tech industry.	L4	CO5	5 M																				
<b>UNIT-IV</b>																									
8	a)	<p>The following pie chart shows the distribution of different types of publications. Summarize the pie chart highlighting the distribution of each category &amp; identify the most dominant type of publication and provide your reasons.</p> <table border="1"> <caption>Pie Chart Data</caption> <thead> <tr> <th>Publication Type</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Article</td> <td>68%</td> </tr> <tr> <td>Book Review</td> <td>12%</td> </tr> <tr> <td>Editorial</td> <td>6%</td> </tr> <tr> <td>Proceedings</td> <td>3%</td> </tr> <tr> <td>Letter</td> <td>3%</td> </tr> <tr> <td>Review</td> <td>2%</td> </tr> <tr> <td>Biographical</td> <td>1%</td> </tr> <tr> <td>Reprint</td> <td>1%</td> </tr> <tr> <td>Bibliography</td> <td>1%</td> </tr> </tbody> </table>	Publication Type	Percentage	Article	68%	Book Review	12%	Editorial	6%	Proceedings	3%	Letter	3%	Review	2%	Biographical	1%	Reprint	1%	Bibliography	1%	L3	CO5	5 M
Publication Type	Percentage																								
Article	68%																								
Book Review	12%																								
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Proceedings	3%																								
Letter	3%																								
Review	2%																								
Biographical	1%																								
Reprint	1%																								
Bibliography	1%																								
	b)	Write a letter to the principal suggesting the introduction of a skill-based learning program for students.	L4	CO3	5 M																				
<b>OR</b>																									
9	a)	Write a formal letter to the District Education Officer requesting additional teaching resources and digital tools for your school for enhancing learning outcomes.	L3	CO3	5 M																				
	b)	Explain "The Toys of Peace" as a critique of social norms. How does Saki challenge conventional ideas about war toys, gender roles and child-rearing? Provide evidences from the text.	L4	CO5	5 M																				

UNIT-V					
10	a)	Illustrate how intra personal communication affects the way we interact with others. Provide real-life examples.	L4	CO3	5 M
	b)	Explain how intra personal communication influences self-discipline and persistence in achieving goals.	L3	CO3	5 M
OR					
11	a)	Prepare a resume for the post of a HR manager in IKEA by following appropriate format.	L3	CO3	5 M
	b)	Write a professional cover letter tailored to the job you are interested in by following the proper format.	L4	CO3	5 M

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**I B. Tech-II Semester-Regular Examinations - June, 2025**  
**COMMUNICATIVE ENGLISH**  
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**Max. Marks: 70**

**SCHEME OF EVALUATION**

**Note: Relevant answers can be awarded marks.**

**PART – A**

- 1. a. Relevant synonym can be awarded marks - 2 M
- 1. b. Apt and relevant verb form can be awarded marks. - 2 M
- 1. c. Apt and relevant preposition can be awarded marks. - 2 M
- 1. d. Apt and relevant article can be awarded marks. - 2 M
- 1. e. Accurate correction of the sentence can be awarded marks. - 2 M
- 1. f. Correct punctuation ques can be awarded marks. - 2 M
- 1. g. Apt and relevant verb form can be awarded marks. - 2 M
- 1. h. Any two resume formatting tips can be awarded marks. - 2 M
- 1. i. Any two skills/achievements can be awarded marks. - 2 M
- 1. j. Any two components of a letter can be awarded marks. - 2 M

**PART – B**

**UNIT -1**

- 2. a) Marks: 5 – Antonyms  
Relevant antonym can be awarded marks - 5 x 1= 5 M
- b) Marks: 5 – Prefixes  
Relevant Prefix can be awarded marks - 5 x 1= 5 M

**(OR)**

- 3. a) Marks: 5 – Skimming  
Relevant answer can be awarded marks - 5 x 1= 5 M
- b) Marks: 5 – Significance of 'The Gift of the Magi'  
Relevant answer can be awarded marks - 5 M

## UNIT - II

4. a) Marks: 5 Note-making  
 Title - 1 mark  
 Numbering & Indentation - 1 mark  
 Key/Glossary - 1 mark  
 Content - 2 marks
- b) Marks: 5 Paragraph writing  
 Knowledge about the topic -1 M  
 Clarity of ideas - 1 M  
 Relevant supporting details – 2 M  
 Grammatical accuracy - 1 M

(OR)

5. a) Marks: 5 Philosophical perspectives on life and time in the poem, “The Brook”  
 Relevant answer can be awarded marks - 5 M
- b) Marks: 5 Paragraph writing  
 Knowledge about the topic -1 M  
 Clarity of ideas - 1 M  
 Relevant supporting details – 2 M  
 Grammatical accuracy - 1 M

## UNIT - III

6. a) Marks: 5 - Elon Musk’s big risks in business  
 Relevant answer can be awarded marks - 5 x 1= 5 M
- b) Marks: 5 – Paraphrasing  
 Accuracy-1 M  
 Clarity and originality - 2 M  
 Length – 1 M  
 Citations- 1 M

(OR)

7. a) Marks: 5 – Inferential comprehension  
 Relevant answer can be awarded marks - 5 x 1= 5 M
- b) Marks: 5 – Elon Musk’s entrepreneurial spirit  
 Relevant answer can be awarded marks - 5 x 1= 5 M

**UNIT – IV**

8. a) Marks: 5– Pie diagram  
Relevant answer can be awarded marks -  $5 \times 1 = 5$  M
- b) Marks: 5 - Letter writing  
Format – 2M  
Relevant Content - 2M  
Grammatical accuracy -1 M
9. a) Marks: 5 - Letter writing  
Format – 2M  
Relevant Content - 2M  
Grammatical accuracy -1 M
- b) Marks: 5 - 'The Toys of Peace' as a critique of social norms  
Relevant answer can be awarded marks -  $5 \times 1 = 5$  M

**UNIT - V**

10. a) Marks: 5- Effect of intrapersonal communication the way we talk with others  
Relevant answer can be awarded marks -  $5 \times 1 = 5$  M
- b) Marks: 5 - Influence of intrapersonal communication on Self-discipline and persistence in achieving goals  
Relevant answer can be awarded marks -  $5 \times 1 = 5$  M

**(OR)**

11. a) Marks: 5 – Marks: 5 – Resume  
Format – 2 M  
Organization of text – 2 M  
Grammatical accuracy -1 M
- b) Marks: 5 – Cover letter  
Format – 2M  
Relevant Content - 2M  
Grammatical accuracy -1 M

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Max. Marks: 70

**SCHEME OF EVALUATION**

**Note: Relevant answers can be awarded marks.**

**ANSWERS**  
**PART – A**

1. a. 1. pretty, attractive, charming 2. wicked, naughty, playful - 2 M
1. b. 1. cries 2. rises - 2M
1. c. 1. since 2. at - 2M
1. d. 1.a 2. an - 2M
1. e. 1. I went to Vijayawada yesterday.  
 2. Both Hari and Krishna came to see me. - 2 M
1. f. 1. Idly and Sambar is my favourite breakfast.  
 2. Not only the guitar but also the drummer was soaked with sweat. - 2 M
1. g.
  - Font size between 10-12 points
  - Standard, easy-to-read font (e.g. Times New Roman, Helvetica, Garamond) and layout
  - Margins no smaller than 0.5inch
  - Resumé to fit on one page
  - Resumes can be 1-2 pages - 2 M
1. h. Recent graduates can effectively highlight skills and achievements on their resume by showcasing relevant coursework/projects, highlighting extracurricular involvement, and demonstrating leadership and problem-solving abilities. - 2 M
1. i. Formal letters are used for official or business purposes, employing a professional tone and a specific format. Informal letters, on the other hand, are written for personal communication with friends or family and use a casual, conversational style. Eg. **Formal:** Job applications, letters of complaint, business inquiries, etc.  
**Informal:** Invitations to a party, birthday greetings, congratulatory messages, etc.
1. j. heading, inside address, salutation, body, complementary close, and signature -2 M



## PART – B

### UNIT -1

**Note: Relevant answers can be awarded marks.**

**2. a) Marks: 5 - Antonyms:**

1. hate, despise, detest, loathe
2. cowardice, timidity
3. upright, honest, straight
4. clear, decent, nice
5. waste, spend, squander

**b) Marks: 5 - Prefixes:**

1. internet, interconnected, international
2. supercilious, supererogatory, superfluous
3. undergrowth, undercover, undergraduate
4. overwhelm, overcharge, overdose, overpower
5. nonconformist, nonsmoker, nonfiction

(OR)

**3. a) Marks: 5**

1. not sensitive enough
2. To make people alert about earthquakes during their conscious as well as unconscious hours
3. to record the direction of the earthquake.
4. the tendency of a standing person to fall when a bus or train moves suddenly.
5. the pen that should stay still and the paper should move.

**b) Marks: 5 – The Gift of the Magi:**

The title "The Gift of the Magi" is significant because it refers to the biblical wise men (the Magi) who brought gifts to the newborn Jesus. This allusion connects the story's themes of love, sacrifice, and selfless giving to a revered historical act of reverence. The story's characters, Jim and Della, are portrayed as "wise" in their own way, sacrificing their most prized possessions to provide meaningful gifts for each other, mirroring the Magi's act of gift-giving.

### UNIT - II

**4. a) Marks: 5 Note-making:**

**I. Origin**

1. Chinese
  - 1.1. flat
  - 1.2. rectangular
  - 1.3. used to keep away evil spirits
  - 1.4. mythical and legendary figures

- 1.5. strings & whistles
- 2. Tibetan
  - 2.1. to make rain
- II. Modern Times
  - 1. meteorlgcl. investigations
    - 1.1. sending instruments on kites
    - 1.2. taking readings of temp., speed, direction, humidity, ap.
  - 2. Benjamin Franklin
    - 2.1. American scholar & statesman
    - 2.2. experiment done in 1752
      - a. sent kite up during thunderstorm
      - b. to prove – lightning caused by electcty.
      - c. produced sparks at ground level from key on wet line
    - 2.3. Second investigator died
  - 3. Military operations
- III. Thermograph
  - 1. 1894
  - 2. self-reading thermometer

**Key:**

rectanglr – rectangular  
 mythlgcl – mythological  
 meteorlgcl – meteorological  
 Temp – temperature  
 A.p. – Air pressure  
 electcty - electricity

**Title:** History of Kites

**Summary:**

Kites are of Chinese and Tibetan-origin. The Chinese kites were flat and mostly rectangular, with mythological or legendary figures on them. While the Chinese used kites to ward off evil spirits, the Tibetans used kites to bring rain. Now, kites are used to measure air pressure, temperature, humidity, speed and direction of the wind. This use was discovered by Benjamin Franklin in 1752, who wanted to prove that lightning was caused by electricity. Taking readings has become easier with the invention of thermography.

**b) Marks: 5 – Paragraph writing**

AI's impact on everyday life is becoming increasingly profound, touching upon numerous aspects of our routines and experiences. From voice-activated assistants to personalized recommendations, AI is seamlessly integrated into our daily lives, making them more efficient and convenient. AI-powered technologies are revolutionizing industries, streamlining processes, and enabling solutions to complex problems, ultimately shaping a future where technology and human intelligence work together to create a more productive, accessible, and comfortable world.

(OR)

**5. a) Marks: 5 - Philosophical perspective on life and time in the poem, "The Brook".**

In "The Brook," Tennyson uses the flowing brook as a metaphor for life and time, highlighting the transient nature of human existence and the enduring nature of the natural world. The brook's journey, from its source to the river, mirrors the stages of human life, emphasizing the inevitability of change and the constant flow of time. The poem suggests that while individual lives are finite, the natural world, represented by the brook's surroundings, endures forever.

The brook's journey through hills, meadows, and forests symbolizes the various stages of human life, from youth to old age, and the different experiences encountered along the way. The brook's continuous flow represents the passage of time and the constant change that characterizes human existence. By celebrating the brook's journey and the changes it encounters, the poem encourages a sense of acceptance of the inevitable changes and challenges of life. The brook's ability to "go on forever" contrasts with the finite lives of humans, implying that while individuals are mortal, nature and the natural processes continue to exist.

**b) Marks: 5 - Paragraph writing**

Electric vehicles (EVs) are gaining attention as an eco-friendly alternative to traditional cars that run on petrol or diesel. EVs run on electricity, and they are significantly cleaner for the environment. They help reduce carbon emissions, a major contributor to climate change. Since EVs don't burn fuel, they emit no harmful gases like carbon dioxide or nitrogen oxides, which makes them vital in reducing air pollution. In India, the government is pushing for the use of electric vehicles to reduce pollution, especially in metropolitan cities. The *Faster Adoption and Manufacturing of Hybrid and Electric Vehicles (FAME II)* scheme provides subsidies to both manufacturers and consumers, making EVs more affordable. Furthermore, the government is setting up charging stations nationwide to ensure easy access for drivers. Despite these efforts, EVs face challenges in India, such as their high initial cost, which is still higher than traditional vehicles. Limited charging infrastructure, especially in rural areas, further hinders their widespread adoption. However, if these challenges are addressed, electric vehicles could play a crucial role in improving the environment and making transportation more sustainable.

### UNIT - III

**6. a) Marks: 5 - Elon Musk's is known for taking big risks in business**

Elon Musk is a prominent entrepreneur known for his involvement in several successful ventures, including Tesla, SpaceX, Neuralink, and The Boring Company. There are several factors that have contributed to Elon Musk's success:

**Vision and Ambition:** Musk has a grand vision for the future and a strong ambition to achieve it. He aims to revolutionize industries such as electric vehicles, space exploration, and renewable energy.

**Risk-Taking:** Musk is not afraid to take risks and invest heavily in his ventures, even when the odds are stacked against him. This willingness to take bold risks has paid off in many cases, leading to the success of companies like Tesla and SpaceX. Musk has diversified his interests across multiple industries, reducing risk and increasing opportunities for success. This diversification has allowed him to leverage his expertise in different areas and capitalize on emerging trends.

**Continuous Learning:** Musk is a voracious reader and learner, constantly seeking to expand his knowledge and understanding of various subjects. This intellectual curiosity has helped him stay ahead of the curve and make informed decisions in his businesses.

Generally, startups often involve taking significant risks. Starting a business inherently involves uncertainty and potential for failure, and many successful startups have been built by entrepreneurs who took calculated risks to achieve their goals. The key is to understand the risks involved, assess them, and develop strategies to mitigate them.

**b) Marks: 5 – Paraphrasing**

Almost a hundred years ago, Elton Mayo, a US academic studied how workers could be influenced by their environment, and in his report, the Hawthorne Studies, he proved that by changing minor aspects of the workplace, such as lighting, workers could be encouraged to work harder. The Hawthorne Studies undertaken by an American academic in the early 20th century, investigated links between environment and productivity, and demonstrated that the latter could be increased by making small physical changes to the workplace, for example altering a room's layout.

(OR)

**7. a) Marks: 5 -**

1. The young man was well-dressed because he wanted to impress the salesmen.
2. The young man moved away to the hosiery section because he was not interested in purchasing anything now
3. The young man's pride was hurt as he expects decent treatment in the shop.
4. The manager asked the young man what he wanted because the salesman had drawn his attention to the indifferent attitude of the young man
5. self-respect, self-esteem



**b) Marks: 5 – Elon Musk's entrepreneurial spirit**

Elon Musk is a prominent entrepreneur known for his involvement in several successful ventures, including Tesla, SpaceX, Neuralink, and The Boring Company. There are several factors that have contributed to Elon Musk's success:

1. Vision and Ambition: Musk has a grand vision for the future and a strong ambition to achieve it. He aims to revolutionize industries such as electric vehicles, space exploration, and renewable energy.
2. Innovative Thinking: Musk is known for his innovative thinking and willingness to take on ambitious projects that others may deem impossible or too risky. He has a talent for identifying opportunities for disruption and creating solutions to complex problems.
3. Persistence and Resilience: Musk has faced numerous challenges and setbacks throughout his career, but he has demonstrated remarkable persistence and resilience in overcoming them. He is known for his relentless work ethic and determination to succeed.
4. Risk-Taking: Musk is not afraid to take risks and invest heavily in his ventures, even when the odds are stacked against him. This willingness to take bold risks has paid off in many cases, leading to the success of companies like Tesla and SpaceX.
5. Talent for Leadership: Musk has a strong leadership style that inspires and motivates his teams to work towards a common goal. He is known for his hands-on approach to management and his ability to attract top talent to his companies.
6. Diversification: Musk has diversified his interests across multiple industries, reducing risk and increasing opportunities for success. This diversification has allowed him to leverage his expertise in different areas and capitalize on emerging trends.
7. Continuous Learning: Musk is a voracious reader and learner, constantly seeking to expand his knowledge and understanding of various subjects. This intellectual curiosity has helped him stay ahead of the curve and make informed decisions in his businesses.
8. Public Persona: Musk's public persona and charisma have also played a role in his success. He has a strong following of supporters and fans who are drawn to his vision for the future and his unconventional approach to business.

In conclusion, Elon Musk's success can be attributed to a combination of his visionary thinking, innovative approach, resilience in the face of challenges, willingness to take risks, leadership skills, diversification of interests, commitment to learning, and public persona.



## UNIT – IV

### 8. a) Marks: 5 – Pie Chart:

The pie chart shows the distribution of different publication types, with articles dominating at 68%, Book reviews for 15%, Editorials for 6%, Proceedings for 3%, Letter for 3%, Review for 2%, Biographical Item for 1%, Reprints for 1% and Bibliography for 1%.

### b) Marks: 5 - Letter writing:

1. Sender's address
2. Date
3. Receiver's address
4. Salutation/Greeting
5. Subject line
6. Body of the letter
7. Closing the letter
8. Signature

(OR)

### 9. a) Marks: 5 - Letter writing

1. Sender's address
2. Date
3. Receiver's address
4. Salutation/Greeting
5. Subject line
6. Body of the letter
7. Closing the letter
8. Signature

### b) Marks: 5 - 'Toys of Peace' a critique of social norms

'The Toys of Peace' by Saki (Hector Hugh Munro) is a satirical story that critiques social norms, particularly those surrounding education and child-rearing. It satirizes the well-intentioned but misguided attempt to foster pacifism in children through the provision of "peaceful" toys, highlighting the hypocrisy and impracticality of such efforts when children are naturally drawn to play and adventure.

Here's a more detailed breakdown:

**Critique of Educating for Peace:** The story satirizes the idea of directly instructing children to be peaceful through the selection of their toys. Saki suggests that such an approach is naive and ineffective, as children are naturally inclined to play and explore, regardless of the toys provided.

**Irony of "Peaceful" Toys:** The concept of "peaceful" toys is itself ironic. Saki exposes the absurdity of attempting to control children's play and interests with such a simplistic and prescriptive approach.

**Social Commentary on Hypocrisy:** The story also touches on the hypocrisy of the upper class, who often claim to be pacifists but may not fully embrace the consequences of their beliefs in their daily lives.

**Timeless Themes:** Despite being set in Edwardian England, the story's themes of child-rearing, the influence of social expectations, and the search for genuine peace resonate with contemporary readers.

**Saki's Wit and Satire:** The story is renowned for Saki's sharp wit and satirical style, which he uses to expose the follies of human nature and the contradictions of social norms.

## UNIT - V

### 10. a) Marks: 5- Illustrate how Intrapersonal communication affects the way we interact with others

Intrapersonal communication shapes how we interact with others. Positive internal dialogue boosts confidence, clarity, and self-esteem, leading to more effective communication and relationships.

- a. **Self-Perception and Confidence:** If we believe in ourselves and our abilities (positive internal dialogue), we tend to approach others with confidence, open body language, and direct eye contact. Negative self-talk can lead to a lack of confidence, poor posture, and hesitant gestures, hindering effective communication.
- b. **Problem-Solving and Listening:** People with positive self-talk are often better at problem-solving and listening, as they are more open to different perspectives and interpretations. Conversely, negative internal dialogue can lead to defensiveness and difficulty in understanding others' viewpoints.
- c. **Decision-Making and Clarity:** A positive internal dialogue allows for clearer decision-making, as individuals are more likely to consider various options and make choices based on their values and beliefs. Negative self-talk can lead to indecisiveness and difficulty in making choices.
- d. **Building Relationships:** Positive self-esteem and a strong sense of self allow individuals to build healthier relationships with others. Negative self-talk can lead to insecurity and difficulties in forming and maintaining relationships.
- e. **Stress Management:** Positive self-talk helps individuals manage stress and challenges more effectively, leading to better communication and interactions during stressful times. Negative self-talk can exacerbate stress and hinder the ability to communicate effectively.

### b) Marks: 5 - Intrapersonal communication influences self-discipline and persistence in achieving goals.

Intrapersonal communication, or self-talk, significantly impacts self-discipline and persistence in achieving goals. It helps individuals understand themselves, manage emotions, and make decisions, ultimately fostering a positive self-concept and guiding them toward success.

How Intrapersonal Communication Influences Goal Achievement:

- a. **Self-Awareness:** Intrapersonal communication allows individuals to reflect on their thoughts, feelings, and actions, leading to a deeper understanding of themselves and their motivations.
- b. **Emotional Regulation:** By recognizing and managing emotions through self-talk, individuals can better cope with challenges and setbacks, maintaining focus and persistence.
- c. **Self-Discipline:** By strengthening desired behaviors and resisting distractions, intrapersonal communication strengthens self-discipline, crucial for consistent effort and progress.
- d. **Persistence:** Through self-encouragement and a belief in one's ability, intrapersonal communication fosters persistence in the face of adversity, helping individuals persevere toward their goals

(OR)

**11. a) Marks: 5 – Resume:**

- a. Name
- b. Contact Information,
- c. Summary or Objective
- d. Educational qualifications
- e. Skills
- f. Projects
- g. Achievements
- h. Work Experience
- i. Languages known
- j. References

**b) Marks: 5 – Cover letter:**

- a. Sender's address
- b. Date
- c. Receiver's address
- d. Salutation/Greeting
- e. Subject line
- f. Body of the letter
- g. Closing the letter
- h. Signature

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