



18-521

CENTRAL INSTITUTE OF PETROCHEMICALS ENGINEERING & TECHNOLOGY  
HEAD OFFICE: GUINDY, CHENNAI – 600 032.  
ACADEMIC CELL  
SECOND SEMESTER EXAMINATION - JULY 2022

Duration : 3 Hours  
Course : DPMT  
Subject : Communication English-II

Max. Marks: 60  
Date : 18.07.2022  
Time : 02.00 p.m. to 05.00 p.m.

**(DO NOT CHANGE SEQUENCE OF QUESTION NUMBER IN ANSWER SCRIPT)**

**PART – A**

Answer all questions

30 x 1 = 30

**Choose the most suitable alternative from the options given below –**

- I think you ..... go out and meet new people.  
(i) Should (ii) mustn't (iii) must (iv) would
- ..... you please lend me your pen?  
(i) will (ii) could (iii) can (iv) may
- She kept her purse ..... the bed.  
(i) in (ii) into (iii) on (iv) to
- This is the car ..... belongs to my brother.  
(i) which (ii) whom (iii) who (iv) this
- A boy ..... doesn't play games will never be healthy.  
(i) which (ii) whom (iii) who (iv) that
- The new officer is a ..... young man.  
(i) Discent (ii) descent (iii) desent (iv) decsent
- Some armed men tried to ..... the passengers of their money.  
(i) Steal (ii) rob (iii) take (iv) molest
- My old mother ..... milk only.  
(i) lives in (ii) lives on (iii) lives for (iv) lives to
- This book ..... rural economy.  
(i) deals on (ii) deals in (iii) deals for (iv) deals with
- The shopping center was ..... about 20 years ago.  
(i) building (ii) build (iii) built (iv) builden
- Antonym of the word 'Comic' is –  
(i) Emotional (ii) fearful (iii) comedy (iv) tragic
- Antonym of the word 'Advance' is –  
(i) Retreat (ii) march (iii) return (iv) treat
- Shakespeare is a famous English dramatist. Identify the type of noun.  
(i) material noun (ii) proper noun (iii) common noun (iv) abstract noun
- Either Kiran or Ahmed ..... stolen the ring.  
(i) was (ii) has (iii) have (iv) were
- Mahesh is one of ..... shortest boys in my class.  
(i) no article (ii) a (iii) an (iv) the

**Fill in the blanks with the correct tense form of the verb -**

- My father..... the doctor tomorrow.  
(i) will consulted (ii) will consult (iii) will be consult (iv) will consulting
- They often ..... the factory.  
(i) visiting (ii) have visited (iii) visit (iv) had visited
- India ..... her independence in 1947.  
(i) get (ii) gotten (iii) will get (iv) got
- He ..... three essays so far.  
(i) written (ii) has written (iii) had written (iv) write
- Rita ..... her work within three days.  
(i) has finish (ii) finish (iii) will finish (iv) will finished

**Write the full form of the following abbreviations/acronyms:**

- GDP
- kWh
- MNC
- BIS
- IP

26. A word that is used instead of an adjective is called a pronoun. (True/False)
27. The auxiliary 'used to' expresses a continuing habit. (True/False)
28. 'A' is used before a word beginning with a consonant sound. (True/False)
29. The present perfect continuous is used for an action which completed at some time in the past. (True/False)
30. The simple present is used to express general truths. (True/False)

**PART – B**

Answer **all** questions (Max. 40 words)

4 x 2 = 8

1. Change the active sentences to passive sentences :
  - (i) Do you like tea?
  - (ii) Open the door.
2. Convert the following verbs into nouns –
  - (i) Sing
  - (ii) Free
3. Insert suitable suffixes for the following words –
  - (i) Meaning
  - (ii) Develop
4. Match the words given in the column A with column B –

A	B
Quadrant	the state of being alone
Amateur	providing extra help or support
Solitude	a period of three months
Auxiliary	a quarter of a circle's circumference
Quarterly	an unskilled person doing something

**PART – C**

Answer any **four** questions (Max. 100 words)

4 x 3 = 12

1. Your friend from Malaysia is visiting India during Diwali Vacations. Write an email inviting him to join Diwali celebrations with you at your residence.
2. Spot the errors in the following sentences and correct them –
  - (i) Smoking is injurious for health.
  - (ii) Ravi met in an accident.
  - (iii) We congratulated her for her success.
3. What are idioms? Write three examples.
4. Define compound sentence and write three examples.
5. Complete the following conversation between a book seller and a student.
 

Book Seller : Welcome, please come in.

Student : .....

Book Seller : Yes, we have some copies of 'Introduction to Shakespeare.'

Student : .....

Book Seller : Each copy costs Rs. 350/-

Student : .....

Book Seller : We've 'Othello', 'The Tempest' and so on.

Student : .....

Book Seller : Yes, we send the books by VPP too.

**PART – D**

Answer any **two** questions (Max. 300 words)

2 x 5 = 10

1. You are interested in doing a short term course in computer programming during your summer vacation. Write a letter to the Director, Computer World, Sector 22, Chandigarh, inquiring about the duration of the course and the terms and condition for admission.
2. You have placed an order for a few books with City Central Book Shop, New Delhi. You have not received the books so far. Write a letter to the bookshop complaining about the non-compliance of your order.
3. Write a paragraph on – 'Books are Our Best Companions' in not more than 150 words.



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**ACADEMIC CELL**  
**SECOND SEMESTER EXAMINATION - JULY 2022**

Duration : 3 Hours  
 Course : DPMT  
 Subject : Engineering Mathematics

Max. Marks: 60  
 Date : 19.07.2022  
 Time : 02.00 p.m. to 05.00 p.m.

**(DO NOT CHANGE SEQUENCE OF QUESTION NUMBER IN ANSWER SCRIPT)**

**PART – A**

Answer **all** questions

30 x 1 = 30

1. Which of the following holds true for a vector quantity?  
 a) It has only magnitude                      b) It has only direction  
 c) A vector has both direction and magnitude      d) A vector can never be negative
2. Express  $(\frac{1}{3} + 3i)^3$  in the form of  $a + ib$   
 a)  $3+0i$                       b)  $\frac{-242}{27}+(-26i)$                       c)  $2+3i$                       d)  $\frac{1}{3}+(-3i)$
3. Find the magnitude of  $a^{\rightarrow} + b^{\rightarrow}$ , if  $a^{\rightarrow} = 4\hat{i} + 9\hat{j}$  and  $b^{\rightarrow} = 6\hat{i}$ .  
 a)  $\sqrt{181}$                       b)  $\sqrt{81}$                       c)  $\sqrt{11}$                       d)  $\sqrt{60}$
4. Evaluate the dot product of  $\vec{a} = \hat{i} + 3\hat{j} + 2\hat{k}$  and  $\vec{b} = 2\hat{i} + 3\hat{j} + 4\hat{k}$   
 a) 12                      b) 19                      c) -23                      d) none of these
5. What will be the value of  $x$  for which the value of  $\cos x$  is minimum?  
 a) 0                      b) -1                      c) 1                      d) Cannot be determined
6. If  $A = \begin{vmatrix} \cos x & -\sin x \\ \sin x & \cos x \end{vmatrix}$ , then  $|A|$   
 a)  $\frac{4}{3} \sin x$                       b) 0                      c) 1                      d) none of these
7. Find order and degree of  $\frac{d^4 y}{dx^4} + 4 \frac{d^2 y}{dx^2} = 5y$   
 a) 4, 1                      b) 1, 4                      c) 2, 5                      d) none of these
8. Which symbol denote impossible event?  
 a) S                      b)  $\Phi$                       c)  $\beta$                       d)  $\mu$
9. A Random Variable X can take only two values, 4 and 5 such that  $P(4) = 0.32$  and  $P(5) = 0.47$ . Determine the Variance of X.  
 a) 8.21                      b) 12                      c) 3.7                      d) 4.8
10. find  $dy/dx$  of  $y = \sin(ax + b)$ .  
 a)  $a \cdot \cos(ax + b)$                       b)  $b \cdot \sin(ax + b)$                       c)  $a \cdot \sin(ax + b)$                       d)  $-a \cdot \cos(ax + b)$
11. If  $2/11$  is the probability of an event, what is the probability of the event the event 'not A'  
 a)  $2/11$                       b)  $9/11$                       c)  $5/11$                       d)  $7/11$
12. What is direction of vector  $a^{\rightarrow}$  if it is multiplied with  $-\lambda$ ?  
 a) Downwards                      b) Upwards                      c) Same                      d) Opposite
13. Angle between two vectors,  
 a)  $\cos \theta = \frac{\vec{A} \cdot \vec{B}}{|\vec{A}| |\vec{B}|}$                       b)  $\sin \theta = \frac{\vec{A} \times \vec{B}}{|\vec{A}| |\vec{B}|}$                       c)  $\cos \theta = 0$                       d) none of these
14. If  $z = 3xy + 4x^2$ , what is the value of  $\partial z / \partial x$ ?  
 a)  $3y + 8x$                       b)  $3x + 4x^2$                       c)  $3xy + 8x$                       d)  $3y + 3x + 8x$
15. Find the value of  $x$  and  $y$ , if vectors  $2\hat{i} + 3\hat{j}$  and  $x\hat{i} + y\hat{j}$  are equal  
 a)  $x=2, y=3$                       b)  $x=4, y=3$                       c)  $x=2, y=2$                       d)  $x=-3, y=2$
16.  $\frac{d}{dx}(\tan x)$  is.....
17. write the value of  $\omega^3$  .....
18. If scalar product, the value  $i \cdot i =$ .....
19. The sum of happened and not happened event is.....
20.  $\int u \cdot v \, dx =$ .....
21. If any two rows/column of a matrix are identical then the value of  $\det A$  is zero (True/False)
22. Scalar quantities have direction and magnitude (True/False)
23. Possible orders of a matrix if it has 9 elements are 3 (True/False)
24.  $r(\cos x + i \sin x)$  is the polar form of complex number (True/False)
25. Integration of  $\sin x$  is  $\cos x$  (True/False)

26.  $\frac{dy}{dx}$  stands for
27. The value of  $\int \frac{dx}{x}$  is
28. What is derivative of  $x^n$
29. Value of  $i^{15}$  is
30. In  $\int_a^b f(y) dy$ , what is 'a' called as

**PART – B**

Answer all questions (Max. 40 words)

4 x 2 = 8

1. Differentiate  $\log(\csc x)$
2. Find the projection of vector  $a = 2\hat{i} + 3\hat{j} + 2\hat{k}$  on the vector  $b = \hat{i} + 2\hat{j} + \hat{k}$ ?
3. Find the middle term of  $(3 - \frac{x^3}{6})^7$ ?
4. Evaluate  $\int \frac{dx}{x^2 - 16}$

**PART – C**

Answer any four questions (Max. 100 words)

4 x 3 = 12

1. Solve with Cramer's rule  
 $3x - 2y + 4z = 5, x + y + 3z = 2, -x + 2y - z = 1$
2. Find second order derivative of  $x^3 \log x$ ?
3. compute  $(1 + i)^{12}$  with the help of De'Moivre theorem?
4. Find  $\frac{d}{dx} \sec(\tan \sqrt{x})$
5. Find  $\int_0^2 x^2 + 1 dx$

**PART – D**

Answer any two questions (Max. 300 words)

2 x 5 = 10

1. Find inverse of  $\begin{bmatrix} 0 & 1 & 2 \\ 1 & 2 & 3 \\ 3 & 1 & 1 \end{bmatrix}$
2. A random variable has following probability distribution find K and P ( $x \geq 3$ ).

X	0	1	2	3	4
P(X)	0.1	K	2K	2K	K

3. If  $u = x^3 + y^3 + 2x^2 y$ , find  $\frac{\partial u}{\partial x}, \frac{\partial u}{\partial y}$  and  $\frac{\partial^2 u}{\partial x^2}$ .

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**SECOND SEMESTER EXAMINATION - JULY 2022**

Duration : 3 Hours  
 Course : DPMT  
 Subject : Engineering Chemistry

Max. Marks: 60  
 Date : 20.07.2022  
 Time : 02.00 p.m. to 05.00 p.m.

**(DO NOT CHANGE SEQUENCE OF QUESTION NUMBER IN ANSWER SCRIPT)**

**PART – A**

Answer all questions

30 x 1 = 30

1. The maximum number of electrons that can be accommodated in d-subshell is  
 (a) 2                      (b) 6                      (c) 10                      (d) 14
2. A good fuel should have  
 (a) Moderate ignition temperature                      (b) High ignition temperature  
 (c) High calorific value                      (d) Both (a) and (c).
3. Aqueous solutions of acids conduct electricity. This shows that  
 (a) They contain H<sup>+</sup> ions.                      (b) They contain OH<sup>-</sup> ion  
 (c) They contain cations and anions.                      (d) They contain both H<sup>+</sup> and OH<sup>-</sup> ions
4. Which one of the following gases dissolves in water to give basic solution?  
 (a) Oxygen                      (b) Carbon dioxide                      (c) Nitrogen                      (d) Ammonia
5. The heat given to an ideal gas in isothermal conditions is used to:  
 (a) increase temperature                      (b) do external work  
 (c) increase temperature and in doing external work                      (d) increase internal energy
6. What is thermodynamics?  
 (a) study of the relationship between heat and other forms of energy.  
 (b) study of the conversion of chemical energy to other forms of energy.  
 (c) study of the relationship between mechanical energy to other forms of energy.  
 (d) study of the conversion of mechanical energy to other forms of energy.
7. Buffer solutions are used  
 (a) to resist pH level                      (b) to increase pH level                      (c) decrease pH level                      (d) None of these
8. Which of the following gases is not included in biogas?  
 (a) CH<sub>4</sub>                      (b) H<sub>2</sub>S                      (c) CO<sub>2</sub>                      (d) H<sub>2</sub>O
9. Bomb calorimeter is used for determining the calorific value of  
 (a) Gaseous fuel                      (b) Liquid fuel                      (c) Solid fuel                      (d) Both (b) and (c).
10. The high boiling point of water is due to .....  
 (a) Covalent bonding                      (b) Ionic bonding                      (c) Hydrogen bonding                      (d) Coordinate bonding
11. The pH of basic solution is  
 (a) 0                      (b) less than 7                      (c) greater than 7                      (d) 7
12. Which of the following is an example for ionic compound.  
 (a) NaCl                      (b) NH<sub>3</sub>                      (c) H<sub>2</sub>                      (d) O<sub>2</sub>
13. The electrode where oxidation occurs is called \_\_\_\_\_.  
 (a) Anode                      (b) Cathode                      (c) Electrolyte                      (d) None of these
14. The general formula for alkynes is  
 (a) C<sub>n</sub> H<sub>2n+2</sub>                      (b) C<sub>n</sub> H<sub>2n</sub>                      (c) C<sub>n</sub> H<sub>2n-2</sub>                      (d) C<sub>n</sub> H<sub>2n+2</sub>
15. A heat engine that operates on the Carnot cycle is called \_\_\_\_\_.  
 (a) Carnot engine                      (b) Cyclic engine                      (c) Heat engine                      (d) None of these
16. The reaction between an acid and a base is known as \_\_\_\_\_.
17. Unit of calorific value of a fuel is \_\_\_\_\_.
18. Base change red litmus paper into \_\_\_\_\_.
19. Magnesium bicarbonate creates \_\_\_\_\_ hardness in water.
20. A thermo flask is an example of an \_\_\_\_\_ system.
21. The process in which the volume of the gas remains constant is called the isochoric process.  
 (true or false)
22. The decomposition of higher chain hydrocarbon molecules into simple, low boiling hydrocarbon of lower molecular masses is called cracking. (true or false)
23. Temporary hardness of water can be removed by boiling the water. (true or false)
24. If pH of rain water falls below 5.6, it is called acid rain. (true or false)
25. In an adiabatic process no heat transfer occurs between thermodynamic systems and surrounding.  
 (true or false)

Write the full form of the following:

26. EBT
27. PPB
28. CNG
29. HCV
30. LCV

**PART – B**

Answer **all** questions (Max. 40 words)

4 x 2 = 8

1. Write the difference between isotopes and isobars.
2. Name the gases dissolved in water that cause corrosion.
3. Define octane number.
4. What is the composition of LPG?

**PART – C**

Answer any **four** questions (Max. 100 words)

4 x 3 = 12

1. Differentiate water gas and producer gas.
2. Why is water softened by zeolite process unfit for use in boilers?
3. Differentiate between Acid and Base.
4. What types of bond present in ammonia ( $NH_3$ )? Justify your answer.
5. Write the first law of thermodynamics.

**PART – D**

Answer any **two** questions (Max. 300 words)

2 x 5 = 10

1. Discuss the refining of crude oil and give its products.
2. What do you mean by softening of water? Explain one removal method of permanent hardness.
3. Discuss some simple test technique for organic compound.

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HEAD OFFICE : GUINDY, CHENNAI – 600 032.  
ACADEMIC CELL  
SECOND SEMESTER EXAMINATION - JULY 2022

Duration : 3 Hours  
Course : DPMT  
Subject : Computer & Information Technology

Max. Marks: 60  
Date : 21.07.2022  
Time : 02.00 p.m. to 05.00 p.m.

**(DO NOT CHANGE SEQUENCE OF QUESTION NUMBER IN ANSWER SCRIPT)**

**PART – A**

Answer **all** questions

30 x 1 = 30

1. The control unit of microprocessor
  - A. Stores data in the memory
  - B. Accepts input data from keyboard
  - C. Performs arithmetic/logic function
  - D. None of the above
2. Which of the following helps to reduce spelling error in the document?
  - A. Auto Format
  - B. Auto correct
  - C. Smart tags
  - D. Auto text
3. Which of these toolbars allows changing of fonts and their sizes?
  - A. Standard
  - B. Formatting
  - C. Print preview
  - D. None of these
4. Which of the following is not a type of page margin?
  - A. Left
  - B. Right
  - C. Center
  - D. Top
5. Home key
  - A. Moves the cursor to the beginning of the document
  - B. Moves the cursor to the beginning of the paragraph
  - C. Moves the cursor to the beginning of the screen
  - D. Moves the cursor to the beginning of the line
6. Using find command in word, we can search \_\_\_\_\_
  - A. Characters
  - B. Formats
  - C. Symbols
  - D. All of above
7. Thesaurus tool in MS Word is used for
  - A. Grammar options
  - B. Spelling suggestions
  - C. Synonym and Antonym words
  - D. All of above
8. Portrait and Landscape are
  - A. Page orientation
  - B. Paper size
  - C. Page layout
  - D. All of above
9. Which of the following is used for modulation and demodulation?
  - A. Modem
  - B. Protocols
  - C. Gateway
  - D. Multiplexer
10. Frames from one LAN can be transmitted to another LAN via the device
  - A. Router
  - B. Bridge
  - C. Repeater
  - D. Modem
11. The slowest transmission speeds are those of
  - A. Twisted-pair wire
  - B. Coaxial cable
  - C. Fibre-optic cable
  - D. Microwaves
12. What is the maximum segment for Fibre optics?
  - A. 500m
  - B. 200m
  - C. 100m
  - D. 2000m
13. Communication between a computer and a keyboard involves \_\_\_\_\_ transmission.
  - A. Automatic
  - B. Half-Duplex
  - C. Full-Duplex
  - D. Simplex
14. Which of the following is a storage device?
  - A. Tape
  - B. Hard disk
  - C. Floppy disk
  - D. All of the above
15. Which of the following is a part of the central processing unit?
  - A. Printer
  - B. Keyboard
  - C. Mouse
  - D. Arithmetic & Logic unit
16. \_\_\_\_\_ Language consists of 0's & 1's.
17. \_\_\_\_\_ is used to explore the files in a computer.
18. \_\_\_\_\_ option is used to get back the deleted file from recycle bin.
19. Installation and removal of program are managed by \_\_\_\_\_ window feature.
20. \_\_\_\_\_ printer is a non-impact printer and is quite in working
21. Bar code reader is an input device.. (Say True or False)
22. ROM is a permanent memory. (Say True or False)
23. Transistor technology belongs to first generation of computers. (Say True or False)
24. Windows media player is used to play audio and video files. (Say True or False)
25. The default location of OS files in a computer is C drive. (Say True or False)

26. URL stands for \_\_\_\_\_
27. HTML stands for \_\_\_\_\_
28. USB stands for \_\_\_\_\_
29. TCP stands for \_\_\_\_\_
30. ALU stands for \_\_\_\_\_

**PART – B**

Answer **all** questions (Max. 40 words)

4 x 2 = 8

1. What is e-mail?
2. Explain Internet application?
3. What is task bar?
4. How do you create a new presentation?

**PART – C**

Answer any **four** questions (Max. 100 words)

4 x 3 = 12

1. Explain types of computer.
2. What is MAN?
3. What is the procedure of inserting symbols in MS WORD document?
4. What is Protocol? What is full form of HTTP and FTP?
5. What are the data transmission media?

**PART – D**

Answer any **two** questions (Max. 300 words)

2 x 5 = 10

1. What is CPU? Explain various parts of CPU.
2. Define operating system and explain about multi user operating system.
3. Explain different types of networks.

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SECOND SEMESTER EXAMINATION - JULY 2022

Duration : 3 Hours  
Course : DPMT  
Subject : Development of Life Skills

Max. Marks: 60  
Date : 22.07.2022  
Time : 02.00 p.m. to 05.00 p.m.

**(DO NOT CHANGE SEQUENCE OF QUESTION NUMBER IN ANSWER SCRIPT)**

**PART – A**

Answer **all** questions

30 x 1 = 30

1. A behavior change or behavior development approach designed to address a balance of three areas namely knowledge, attitude, and skills is called  
(a) Life skills (b) Job skills (c) Personal skills (d) Functioning skills
2. The act of choosing between two or more courses of action is known as  
(a) Self-awareness (b) Critical thinking (c) Empathy (d) Decision making
3. An individual's freedom to go for any kind of possible rules or ideas to reach the solution is  
(a) Syllogism (b) Algorithms (c) means-end-analysis (d) Heuristics
4. Which method is not used to enhance life skills?  
(a) Debate (b) Role play (c) Stress (d) Case study
5. Recognition of "self" and identifying our strengths and weaknesses, desires and dislikes is  
(a) self-awareness (b) empathy (c) creative thinking (d) critical thinking
6. The model used for decision making is called:  
(a) SWOT model (b) MBTI model (c) POWER model (d) Johari-window model
7. The psychological abilities for adaptive and positive behavior are known as  
(a) self-skill (b) vocational skills (c) life skills (d) recreational skills
8. The relationship between two or more people is called  
(a) intimate (b) cordial (c) intra-personal (d) inter-personal
9. The first step in the process of solving a problem is  
(a) define and identify a problem (b) evaluate the outcome  
(c) decide on a solution (d) evaluate alternatives.
10. The reaction of our body to people, events, and our own thoughts is called  
(a) stress (b) emotion (c) relationship (d) awareness
11. Which method is used to enhance life skills?  
(a) Stress (b) MBIT (c) Self-unawareness (d) Audio-visual activities
12. The basic qualities required for critical thinking are  
(a) Flexibility (b) Persistence (c) Open-mindedness (d) All of the above
13. In SWOT analysis, T stands for  
(a) Treatment (b) Tiredness (c) Thinking (d) Threat
14. The ability to analyze information and experiences in an objective manner is called  
(a) critical thinking (b) problem solving (c) decision making (d) creative thinking
15. Verbal skills, social skills, and body language are important aspects of  
(a) effective communication (b) interpersonal skills (c) critical thinking (d) creative thinking
16. .... is an individual's ability to appreciate the strengths and weaknesses of one's own character.  
(a) Self-efficacy (b) self-esteem (c) self-regulation (d) self-awareness
17. The goal of the ..... approach is to promote healthy and social behavior.  
(a) Life skills (b) Job skills (c) Personal skills (d) Functioning skills
18. .... are ways in which we learn to deal with various stressors  
(a) coping skills (b) empathy (c) critical thinking (d) decision making
19. .... is the ability to identify, cope with and find solutions to difficult or challenging situations.  
(a) Problem solving (b) coping skills (c) critical thinking (d) decision making
20. .... means everyone is in the agreement or they may live with the agreement.  
(a) consensus (b) conflict (c) solution (d) happiness

21. We should work with our team if needed. (True/ False)
22. We should listen to our teachers. (True/ False)
23. Communication is more than just talking face to face. (True/ False)
24. Body language is the exchange of information through the use of words. (True/ False)
25. Non-verbal communication includes gestures, facial expressions, and body positions. (True/ False)
26. Write the extended form of LEDO.
27. Write the extended form of IMHO
28. APE stands for,
29. In communication ALF stands for.
30. What does SOFT stand for?

**PART – B**

Answer **all** questions (Max. 40 words)

4 x 2 = 8

1. What do you mean by attitude? Explain its components.
2. What do you mean by motivation?
3. What is the difference between hard skills and soft skills?
4. Explain the term "soft skill"

**PART – C**

Answer any **four** questions (Max. 100 words)

4 x 3 = 12

1. What are the basic elements of life skills?
2. Explain the role of chronemics in the presentation.
3. What is kinesics? How does body language help in communication?
4. What do you mean by professional values?
5. Describe three main components of life skills.

**PART – D**

Answer any **two** questions (Max. 300 words)

2 x 5 = 10

1. Write 10 (ten) characteristics of a good leader.
2. What are helpful tips for an effective telephonic or video interviews?
3. What are the essential qualities of a good employee in your opinion?

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