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S.V.K.P & Dr. K.S. RAJU ARTS & SCIENCE COLLEGE

(Autonomous)

Recognised by UGC as “College with Potential for Excellence”

Accredited by NAAC with ‘A’ Grade

(Affiliated to ADIKAVI NANNAYA UNIVERSITY, Recognised by Govt. of Andhra Pradesh)

PENUGONDA – 534 320. West Godavari District, Andhra Pradesh

Skill Course (23SC11)

COMMUNICATION SKILLS (CS)

(Common for all UG Programmes)

(w.e.f. Admitted Batch 2023-2024)

I SEMESTER (SINGLE MAJOR SYSTEM)

Time: 2 Hours

Max. Marks: 50

SECTION-A

Answer any **FOUR** Questions. Each question carries 5 marks.

4x5=20Marks

1. Write a note on the Importance of Communication.
2. What is the Process of Communication?
3. Explain the Principles of Communication.
4. How do you adapt your Presentation Style to different types of audience?
5. What is Interview and explain the types of interviews.
6. Discuss the anticipated questions in an interview.
7. Write a note on the process of Group Discussion.
8. Explain the Role functions in Group discussion.

SECTION-B

Answer the following Questions. Each question carries 10 marks.

3x10=30Marks

9. (A) What are the Barriers to Communication?

OR

- 10.(B) Discuss the various types of Communication

- 11.(A) Explain the Verbal and Non-verbal Communication in Presentation.

OR

- 12.(B) Write an essay on Visual Aids/Materials in Presentation.

- 13.(A) Discuss the things to do before, during and after an interview.

OR

- 14.(B) Write about Do's and Don'ts in Group Discussion.

& Dr. K. S RAJU ARTS AND SCIENCE COLLEGE(A)
Department of Mathematics
I SEM END EXAMINATIONS
SKILL COURSE : ANALYTICAL SKILLS(23SC12B)

Time: 2 Hours

Max. Marks: 50

1. Answer all questions.

- 1) $3 \times 4 + 18 \div 6 - 10 = ?$ []
 - a) 4
 - b) 5
 - c) 6
 - d) 7
 - 2) $0.8 \times 0.8 + 0.8 \div 8 = ?$ []
 - a) 0.74
 - b) 1.44
 - c) 0.65
 - d) 0.62
 - 3) Simplify $25 - [18 - \{25 + 3(10 - \overline{7 - 15})\}]$ []
 - a) 84
 - b) 85
 - c) 86
 - d) 87
 - 4) Simplify $4 - \frac{5}{1 + \frac{1}{3 + \frac{1}{2 + \frac{1}{4}}}}$
 - a) $\frac{31}{40}$
 - b) $\frac{1}{8}$
 - c) $\frac{4}{9}$
 - d) $1\frac{9}{31}$
 - 5) $\frac{3.65 \times 3.65 + 2.35 \times 2.35 - 2 \times 3.65 \times 2.35}{1.69} = ?$
 - a) 1.69
 - b) 2.35
 - c) 3.65
 - d) 1
 - 6) What is the least number which when divided by 5, 6, 8, 9, 12 gives remainder 1 in each case and is completely divisible by 13. []
 - a) 361
 - b) 721
 - c) 1801
 - d) 3601
 - 7) Find the least value of * so that the number $7*421$ is divisible by 3 []
 - a) 4
 - b) 7
 - c) 3
 - d) 1
 8. LCM of 18 and 27 []
 - a) 36
 - b) 27
 - c) 54
 - d) 108
 9. LCM and HCF of two numbers are 210 and 7 respectively if one of the numbers is 35, find the other number []
 - a) 35
 - b) 30
 - c) 42
 - d) 49
 10. 7 11 27 63 127 ?
 - a) 237
 - b) 254
 - c) 234
 - d) 227
 11. 5 10 25 50 85 ?
 - a) 90
 - b) 100
 - c) 120
 - d) 130
 12. 121 114 105 94 81 66 ?

- a) 49 b) 47 c) 52 d) 53
13. In a certain code GOLD is written as '5124' and 'LIVE' is written as '2983'. How is 'VOID' written is the code ? []
- a) 8194 b) 8394 c) 8154 d) 8793
14. If 'CERTAIN' is coded as 'XVIGZRM' then how 'MUNDANE' be coded []
- a) NFMWZMX c) NFMWZMV
b) VMZWMFN d) MIMXZMV
15. ZXW, USR, PNM , ? , FDC
- a) LJI b) MKJ c) LKI d) KIH
16. If A is the brother of B ; B is the sister of C; C is the father of D; How D is related to A ? []
- a) Brother b) Sister c) Nephew d) Can't say
17. Introducing a woman ,a man said “ she is the mother of the only daughter of my son “ how is that woman is related to man []
- a) Daughter
c) Daughter-in-law d) Sister
d) Wife
18. What is the angle between two hands of a clock at 4:30? []
- a) 30° b) 45° c) 50° d) 60°
19. Mirror time of 3:25 is? []
- a) 8:35 b) 9:35 c) 9:25 d) 8:25
20. If January 1 ,2001 is Sunday then which day of the week of January 1,2003 ? []
- a) Monday b) Tuesday c) Friday d) Saturday

II. Answer all questions.

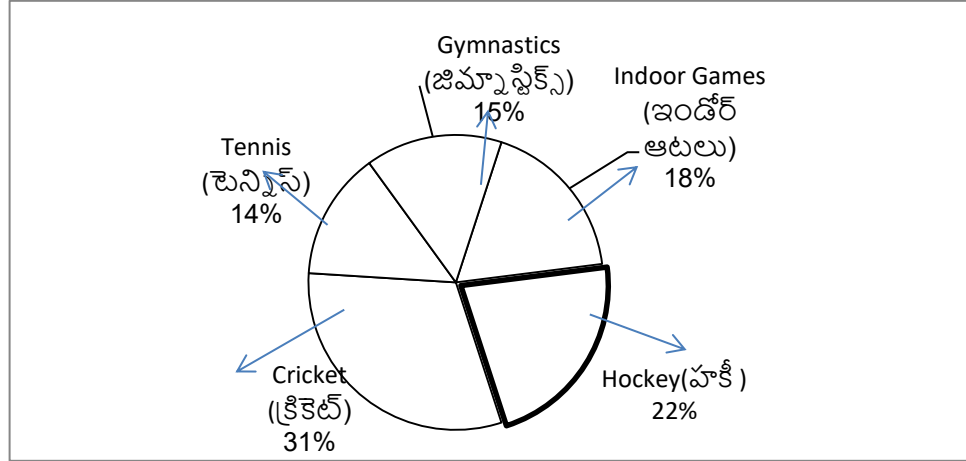
21. The Average of all even numbers up to 500. []
a) 200 b) 250 c) 251 d) 501
22. The Average odd 10 observations were 30. If two observations 45 and 55 are removed. What is the average of remaining observations? []
a) 30 b) 20 c) 25 d) 24
23. The average of 5 consecutive number even numbers is 28. Find the greatest number. []
- a) 32 b) 30 c) 34 d) 36
24. A : B = 2 : 3 , B : C = 1 : 2 then A : B : C is ? []
A : B = 2 : 3 , B : C = 1 : 2, A : B : C?

- a) 1 : 2 : 3 b) 2 : 3 : 6 c) 3 : 2 : 6 d) 1 : 2 : 6
25. 3600 Rs was divided among A,B and C are in the ratio 2 : 3 : 5 , then find B's share []
- a) 720 Rs b) 1080 Rs c) 1400 Rs d) 1800 Rs
26. The sum of three numbers is 68 . if the ratio between first and second be 2 : 3 and that between second and third be 5 : 3 , then the second number is ? []
- a) 30 b) 20 c) 58 d) 48
27. The present ages of A and B are in the ratio 2 : 3 ; after 6 years their ratio will become 3 : 4 . What is the present age of A ? []
- a) 18 Years b) 12 Years c) 16 Years d) 10 Years
28. Three years ago the average age of 'A' and 'B' was 18 years with 'c' joining then now, the average becomes 22 years . How old is 'C' now? []
- a) 24 Years b) 27 Years c) 28 Years d) 30 Years
29. Convert the speed of 40 m/s into kmph . []
- a) 72 kmph c) 144 kmph
b) 126 kmph d) 216 kmph
30. A 132 meters long train crosses a signal pole in 6 sec. find the speed of train. []
- a) 22 kmph c) 45 kmph
b) 30 kmph d) 79.2 kmph
31. 400 candidates appeared for an examination, of which 60 are failed. The pass percentage is
- a) 80% b) 85% c) 75% d) 90%
32. If two numbers are respectively 20% and 50% more than the third number . how much percentage of the first number of the second number . []
- a) 60% b) 75% c) 80% d) 90%
33. A man spends 40% of his income on food, 20% on house rent, 10% on children education and 8% on entertainment. Finally he saves 1,100 Rs. What is his income? []
- a) 5000 Rs. b) 6000 Rs. c) 6500 Rs. d) 5500 Rs.
34. A man sold an article for 960 Rs. when he gains 20% find his cost price? []
- a) 800 Rs. b) 900 Rs. c) 850 Rs. d) 1000Rs.
35. The cost price of 3 articles is equal to the selling price of 5 articles. Find loss%? []
- a) 30% b) 40% c) 50% d) 25%
36. A vendor bought toffees at 6 for a rupee. How many for a rupee must he sell to gain 20%? []
- a) 3 b) 4 c) 5 d) None
37. Ajay and Vijay started a business with a capital of Rs.20,000 and Rs.30,000 respectively. At the end of the year they earned a total profit of Rs.14000. Find the share of Vijay? []
- a) Rs. 5600 b) Rs.7000 c) Rs.8400 d) Rs.9800
38. A and B invest in a business in the ratio 3:2, if 5% of the total profit goes to charity and A's share is 855, then the total profit is ? []
- a) Rs.1425 b) Rs. 1500 c) Rs. 1600 d) Rs. 1576
39. Find the simple interest on a sum of Rs. 8000 for 2years at 5% p.a.? []
- a) Rs.800 b) Rs.1200 c) Rs.1600 d) Rs.2000
40. The compound interest on a sum of Rs.10,000 for 3years at 20% p.a. is ? []
- a) Rs.1440 b) Rs.7280 c) Rs.6840 d) Rs.17280.

III. Answer all questions.

A. Study the following pie chart carefully.

Pie chart shows the number of players=3000



41. How much number of players in cricket? []
a) 600 b) 930 c) 660 d) 900
42. How much number of Gymnastics players? []
a) 450 b) 500 c) 400 d) 600
43. What is the difference between the number of players indoor games and tennis? []
a) 120 b) 150 c) 240 d) 500
44. How much number of players, who are playing Tennis, Gymnastics and Cricket together
a) 2000 b) 2400 c) 1800 d) 2100
45. How much number of players, who are playing indoor games and hockey together? []
a) 1200 b) 1500 c) 1650 d) 1920

B. Study the following profile of parliament carefully and answer the questions given below

Profile of parliament

Total Members in parliament =640(490 from loksabha and 150 from Rajya sabha)

Loksabha (No. of members)	Party	Rajya Sabha (No. of members)
280	A	90
180	B	45
30	Others	15
490	Total	150
Sex:		
435	Males	120
55	Females	30
Religion:		
348	Hindus	85
42	Muslims	20
75	Sikhs	35

25	Christians	10
Profession:		
300	Graduates	50
45	Business men	19
60	Educators	11
85	Unknown	70

46. What is the approximate percentage of the Muslim members in loksabha []
- a) 9% b) 11% c) 13% d) 14%
47. In Rajya sabha if 30 male members are replaced by 30 female members, then what is the ratio of male members to female members respectively ? []
- a) 3:1 b) 3:2 c) 1:3 d) 2:3
48. What percentage of members in parliament are business men? []
- a) 8% b) 18% c) 10% d) 20%
49. If all the 'others' party members of Loksabha Join the party 'B' then what would be the ratio between members of party 'A' to the members of party 'B' respectively. []
- a) 3:2 b) 6:5 c) 4:3 d) 7:6
50. Out of total members of party 'B' in parliament. What percentage of the members belongs to Rajya Sabha? []
- a) 30%
b) 35%
c) 25%
d) 20%



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PENUGONDA – 534320. W.G.DIST.A.P
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FIRST SEMESTER

Common for I B.A.,B.Com.,B.Sc., SKILL COURSE (CODE: 23SC12A)

COURSE-I : LEADERSHIP SKILLS

(w.e.f. 2023-24 Admitted Batch)

Time: 2Hrs

MODELQUESTION PAPER

Max.Marks : 50

SECTION-A

Answer any THREE questions. Each question carries 10 marks. (3x10=30Marks)

1. Write about the meaning and definition of Personality.
2. What are the "big five traits of Personality.
3. How do you assess Personality.
4. How can one enhance Personality skills.
5. Explain the characteristics of effective leadership.
6. Explain about the Leadership Qualities of Abraham Lincoln.

SECTION-B

Answer any FOUR questions. Each question carries 5 marks. (4x5=20Marks)

7. Social Cognitivism.
8. Human Personality.
9. Write about Building Self Confidence.
10. Importance of Leadership.
11. Types of Leaders.
12. What are the Building and Leading Efficient Teams.

S.V.K.P & Dr. K.S.RAJU ARTS & SCIENCE COLLEGE (Autonomous)
DEPARTMENT OF HISTORY
MODEL QUESTION PAPER
I B.A, B COM, BCA Multidisciplinary Course
PRINCIPLES OF PSYCHOLOGY (23MDC1B)
(W.e.f. 2023-24 Admitted Batch)
1 SEMESTER

Time: 2 Hours

CBSC PATTERN

Max Marks: 50

SECTION-A

Answer any FOUR questions. Each question carries 5 marks.

4X5=20Marks

1. Define Psychology and explain its origin?
2. Write a brief note on attention?
3. Explain James-Lange theory of Emotion?
4. Write about different types of motivation?
5. Define Short term memory and Long term Memory?
6. What is Emotional Intelligence?

SECTION-B

Answer any THREE questions. Each question carries 10 marks.

3x10=30Marks

7. Psychology is a scientific study of behavior-Discuss?

OR

8. Explain the Structure and function of visual and auditory senses?
9. Write a note on Nature and Components of Emotion?

OR

10. Discuss Maslow's hierarchy model?
11. Write an essay on the principle of classical conditioning?

OR

12. How do you assess personality?

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MODEL QUESTION PAPER
I B.SC., Multidisciplinary Course
INDIAN HISTORY (23MDC1A)
(w.e.f. 2023-24 Admitted Batch)
1 SEMESTER

Time: 2 Hours

Max Marks: 50M

SECTION –A

Answer any THREE Questions. Each question carries 10 marks.

3x10=30Marks

1. Write about the Harappa Civilization?
2. Write on the Ashoka Dhamma policy?
3. Explain the New Economic Reforms of the Alla-ud-Din Khilaji?
4. Write about the Mughol Administration ?
5. What are the causes for 1857 Revolution?
6. The Role of Mahatma Gandhi in freedom Movement?

SECTION –B

Answer any FOUR Questions. Each question carries 10 marks.

4x5=20Marks

7. Vedas
8. Buddhism
9. Muhammad Bin Tuglaq
10. Akbar Religious policy
11. Swami Vivekananda
12. Subhas Chandra Bose

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PENUGONDA – 534 320, West Godavari District, Andhra Pradesh

Skill Course (23SC21)

BUSINESS WRITING

(Common for all UG Programmes)

(w.e.f. Admitted Batch 2023-2024)

II SEMESTER (SINGLE MAJOR SYSTEM)

Time: 2 Hours

Max. Marks: 50

SECTION-A

Answer any **FOUR** Questions. Each question carries 5 marks.

4x5=20Marks

1. Write a brief note on *Importance of Business Writing*.
2. How do you use understanding tone in email communication?
3. What are the various purposes of Memos?
4. Write a short note on *Responding to Complaints* effectively
5. What is *Business Proposal*?
6. How do you ensure clarity and coherence in inter-office communication?
7. Write a brief note on *Analyzing data*.
8. What are the benefits of *Leveraging technology* in Business Writing?

SECTION: B

Answer all the **THREE** Questions. Each question carries **10** marks.

3x10=30M

9. Explain the characteristics of good business writing.
10. Describe the appropriate email etiquette in the professional environment?
11. What is a *Memo*? Explain the format and structure of a Memo.
12. Write an essay on Structure and components of a Business letter.
13. Discuss the format of Formal Report Writing.
14. Write an essay on Writing for Digital Platforms.



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DIGITAL LETERACY (23SC22)

SKILL COURSE under CBCS w.e.f A.Y. 2023-2024

(Common for II SEMESTER of all Major COURSES)

Time: 2 Hours

Max. Marks: 50

Note: 1. Answer any THREE of the following.

2. Each one carries 10 Marks.

3 X 10 = 30 M

SECTION – A

1. Define Computer? Explain the Logical organization of Computer with neat block diagram?
2. Discuss about the Interacting with interface icons in Windows?
3. Discuss about the Internet Access Techniques?
4. Discuss about the Registering for a web-based Email Account and Accessing Email with Attachments?
5. Write about the making Utility Bill?
6. Discuss about the Booking Bus and Train Tickets Online?

SECTION – B

NOTE: 1. Answer any FOUR of the following

2. Each one carries 5 Marks.

4 X 5=20 M

7. Discuss about the mouse and key board Operations?
8. Discuss about the creating folders and sub folders on the desktop and Hard Disk and also shifting file from one folder to another?
9. Discuss about the Access the Internet?
10. Write about reading an Email, sending Email, reply to an Email, forward an Email and delete an Email message?
11. How to Job Search through employment portals?
12. Discuss about the formatting text in a MS-Word Document?