

FOUNDATION COURSE (LE101T)

Name of the teacher: G.Jothi Lakshmi

1. Give the noun forms of the words listed below:

a)civilize b)eminent c)pure d)admire e)simple f)confuse g)express h)inform i)contempt j)immense
k)peculiar

2. Give the verbal forms of the words listed below:

a)reference b)liberation c)relation d)justification e)service f)satisfaction

3. Give the adjectival form of the words listed below:

a)opportunity b)honour c)physiology d)flesh e)spirit f)culture

4. Give the synonyms of the words given below:

a)immense b)liberation c)event d)comradeship e)feminine f)deny g)shirred h)glum i)codding j)plaited
k)chaunt l)vale m)profound n)savagery o)boastful p)Taunt q)better half r)felicitated

5) Give the antonyms of the words given below:

a)civilized b)finite c)adhere d)respective e)literate f)shrink g)enthusiasm h)dark i)angry j)different
k)appoint l)final m)deed n)softly o)like p)after q)strong

6. FILL IN THE BLANKS WITH SUITABLE ARTICLES:

Each is _____ self which requires _____ other as its complement. _____ division of _____ sexes is
_____ biological phenomenon, not _____ historical event like _____ division of races and classes. Male
and Female constitute ordinarily _____ fundamental unity.

7) FILL IN THE BLANKS WITH SUITABLE PREPOSITIONS:

The deterioration is increasing gradually _____ our country. _____ check it we have _____ adopt higher
standards _____ education and moral instructions, not merely _____ women but also _____ men.

8) MATCH THE WORDS IN GROUP A WITH THEIR MEANINGS IN GROUP B:

A	B
anthropology	- loyalty
phenomenon	-science of man
allegiance	-without limits
infinitely	-thing that appears to or is perceived by the senses

9) REWRITE THE FOLLOWING AS DIRECTED:

1. Women cannot do some things that men can.

(Add a question tag)

2. In certain periods of history, education of women was sadly neglected.

(Add a question tag)

3. Gandhi engaged many women in his struggle for the political liberation of the country.

(Change the voice)

4. They will teach the art of peace to the warring world.

(Change the voice)

5. Swami Vivekananda said to sister Nivedita, "I am now convinced that you have a great future in the work of India".

(Change into indirect speech)

6. Swami Vivekananda complained, "we have wasted women's gift by failing to recognize them as human beings able to act and to achieve given the right condition".

(Change into indirect speech)

10. USE THE FOLLOWING WORDS IN SENTENCES OF YOUR OWN:

Renunciation, superstition, distinguish, eminence.

II

2. What is effective communication?

3. What are the strategies you should follow in the effective communication?

4. Complete the following statements about effective communication:

Effective business communication is oriented towards _____. By _____ orientation, we mean _____ the message suits the _____.

5. Complete the following:

a) SHOP ASSISTANT: _____

CUSTOMER: I'm looking for a good gift for my wife. I don't know what to buy.

SHOP ASSISTANT: What about buying her some perfume?

CUSTOMER: _____ do you have any new perfume?

SHOP ASSISTANT: Of course sir. We have five new fragrances. Please come this way.

CUSTOMER: _____

B

CUSTOMER: Good morning I'd like to speak to your sales manager, Please.

RECEPTIONIST: _____

CUSTOMER: I'm afraid I haven't fixed an appointment with him.

RECEPTIONIST: _____ could I fix an appointment for tomorrow?

CUSTOMER: I need to see him today. Would it be possible for me to see him sometime today.

RECEPTIONIST: I'm afraid that might be difficult.

C. Let us sum up, Supply the missing keywords and complete the following statement about effective business conversation:

To be a successful at business conversation ,you need to be confident, _____ actively, _____ with the speaker and constantly monitor your _____ and gestures.

D

Complete the following sentence by choosing appropriate phrases:

Make a reservation	Have a vacancy	Reserve room/suit	Check into a hotel
Have a facility	Check out of the hotel	Have many facilities	

i) I'd like to _____

ii) I'm afraid we don't _____ for the 20th of this month.

iii) Please _____ for Dr. Chalam, IBDC ,Delhi.

iv) We _____ wireless internet ,Safety deposit box, car rental and shoeshine.

v) Can I _____ after 9 p.m.? My flight's at 10.30.

7) What is group discussion?

8) What are the benefits of group discussion?

9) Write any two points about Do's & Dont's of group discussion?

10) Write some tips on preparing interviews?

11) STUDY THE QUESTIONS. LIST THEM UNDER THIS TOPICS:

a) Personal life

b) Education

c) Career

d) Attitude

e) Aptitude

f) Skills

- i) Do you like to work under a women boss? Why? Why not?
- ii) How did you spend your vacation while in high school?
- iii) What do you think determines a person's progress in a good company?
- iv) Do you enjoy sports as a participant or as an observer?
- v) What school activities did you enjoy the most?
- vi) What personal characteristics are necessary for a success in your chosen field?
- vii) Which of the tips necessary for on taking a job interview?
- viii) How introduce do you introduce yourself?
- ix) Describe one experience when you had to lead a team?
- x) How will you explain a complex technical point to someone?
- xi) Who has less technical knowledge than you?
- xii) What kind of relationship can you develop with a person who strongly disagreed with your views, ideas or style of working?
- xiii) Name the author of the following:

“WINGS OF FIRE “

12)

a) MATCH THE FOLLOWING:

a.	Indira Gandhi Canal	i)	ISRO
b.	Vikram Sarabhai	ii)	Huo Yi
c.	Lata Mangeshkar	iii)	Rajasthan
d.	Dr.A.P.j.Abdul Kalam	iv)	Ae mere vatan ke logo

b) Choose the correct answer:

a) “I do not think that abundance and spirituality are mutually exclusive”.

- i. Abundance and spirituality are two different things.
- ii. Abundance has nothing to do with spirituality.
- iii. Abundance and spirituality are not two separate things.
- iv. Abundance has nothing in common with spirituality.

b) "Spirit and matter are both part of existence, are in harmony with each other".

i. Spirit and matter are mutually exclusive.

ii. Spirit acts against matter.

iii. Spirit and matter are contradictory.

iv. Spirit and matter are complementary to each other.

c) "My father sent me to school setting aside financial constraints".

i. My father sent me to school forgetting his financial problems.

ii. My father sent me to school because he was financially well-off.

iii. My father sent me to school for the sake of financial gains.

iv. My father sent me to school because he had shortage of finance.

d) "Terrorism is sometimes sponsored by hostile nations, trying to disrupt normal life".

i. Terrorism is supported by friendly nations.

ii. Terrorism is supported by unfriendly nations.

iii. Terrorism is supported by neighbouring nations.

iv. Terrorism is supported by host nations.

14) Write the plural forms of the following :

a)Student b)Teacher c) Milk d)Sugar e)News f)Love g)Rice h)oil i)English j)Beauty k)Importance
l)Manhood m)Cement n)butter o)Youth

SECTION-A

1.Complete the following e-mail with suitable Words/Phrases:

Dear Colleague

I have _____ the agenda of the meeting.Please let me _____ before 2 p.m. If you would like any _____ in the order of presentations or the _____ allotted to you.

I will circulate the _____ in its present form if I don't hear from if don't hear from you.

Regards

Rajnath

2. Write some tips on minutes of writing?

3. Let us sum up. Complete these statements about making notes of business conversation:

a) To make notes of business conversations, you should _____ activity and critically.

b) Your notes should indicate the contents of the _____

c) Your notes should be well _____ for easy reference.

d) It is good to use _____ short forms and symbols to record the details.

4. What is the purpose of making business presentation.

5. Use the check list you have created to _____, _____, Practise and perform.

6. a) Write down three easy ways through which a company can promote the sales of its product.

1.

2.

3.

b) List three characteristics of the language of advertisement.

1. LL

2.

3.

7. Write some tips for successful negotiations?

8) Complete these sentences:

1. Communication skills refer to the _____ of the ability to express _____, _____ and _____ messages.

2. The way communication skills are realized in language is _____ (numerous/ a few/a handful/ countable).

3. In spite of the variety of language that can be used in communication skills, There are _____ - (distinctive /same/ almost similar) features that mark off communication skills between you and _____

9) Write the missing letters:

i) Comm__ ication	ii) C __ pera_ ion	iii) Co__abor_pion
iv) Co_tributio_	v) C_mmitme_	

10) What are the soft skills you should learn for team building?

11) What communicative function do they perform in a brainstorming session?

12) **ANSWER THE FOLLOWING:**

1. What is Manu's opinion of women?

2. What does Dr.S.Radhakrishnan say about the division of sex?

3. What is required for a successful marriage?

4. How did Ramakrishna and Gandhi show their respect to women?

5. How are women the great conservators of our culture?

6. a) Name the two birds to which comparison is made. With what does the poet compare the song of the solitary reaper? Why?

b) Why did the poet remain still and motionless?

7) Why are the 'bands of travellers' referred to as 'weary bands of travellers'?

8) Choose the following:

'Breaking the silence of the seas' means

- The sea was so silent without waves.
- The cuckoo's voice could reach farther than the sound of the waves.
- The Hebrides was a broken island.

9) "The music in my heart I before" means

- The poet remembers the theme of the song even now.
- The song seemed to be a never-ending source of relaxation.
- The poet went back to the valley to listen to the song again and again.

14) 1. What is the significance of the colour Purple, as revealed in the story?

2. Why did Maida and Grace wait eagerly for the "Thanks-giving" day?

- 15) 1. Why did Dr.Kalam decide to interact with young students?
2. What is Dr.Kalam's opinion about the life full of pleasure and comforts?
3. Why does DR.Kalam advice people to dream?
4. What is the significance of the Agni missile?
5. How good a role model is Vikram Sarabhai?
- 16) 1. Who has gone to see the Mahatarpan and why?
2. Who is the Dasiputra? What was his frustations?
- 3.Who is Dhruva? How did she help Souvali?
- 17) Expand – TELCO
- 18) Who is Sudha murthy?

SECTION-B

ESSAY:

- 1) What are Dr.S.Radhakrishnan's views about women?
- 2) Summarize Wordsworth's views of the poem *The Solitary Reaper*?
- 3) Do you agree with the poet's statement that he bore the music in his heart long after it was heard no more? Give reasons.
- 4) Sketch the character of Mr. Ramsay?
- 5) Compare and contrast the characters of Maida and Grace?
- 6) Why does Maida prefer the Purple colour? How does she Mr.Ramsay 's attention?
- 7) How does Dr.A.P.J.Abdul Kalam drive home the point that childrens should have good role models?
- 8) What is the importance of dreaming in life, according to Kalam?
- 9) Why should children have role models ?
- 10) What are the four books that shaped Dr.Kalam's life and how?
- 11) How did Souvali justify herself for not performing death rites?
- 12) How did Souvali describe the dasi of the court?
- 13) Why did the Souvali fail to inform the king about leaving palace?
- 14) What social service does the Infosys Foundation carryout?
- 15) What does Sudha Murthy want other co-operates to imbibe from the Infosys foundation?
- 16) What post did Sudha Murthy plan to apply for in TELCO?

SECTION-C

- 1) Write the format of a business letter?

- 2) Prepare a resume for applying jobs?
- 3) Write a cover letter for resume?
- 4) You the Manager, Human Resource Development ,Alpha Engineering. Use the notes to draft a letter to the general manager of Beta consultancy services.

Next month a senior manager from your head office is visiting you.

He would like to stay close to the factory.

You would like to put him up in the VIP room of Company Guest House for two days.

You will of course pay for it.

- 2) Prepare your resume by filling in the details in the resumes format below .

1. Personal Details 2.Objective 3.Accomplishments 4.Educations 5.Work Experiences 6.Interests 7.References 8.Signature 9.Date

- 3) Write a cover letter, which is likely to writer in an interview.