

**KESHAV MEMORIAL INSTITUTE OF COMMERCE AND SCIENCES**

*(Affiliated to Osmania University) Narayanaguda, Hyderabad.*

**II Year, Semester - III External Examination [ Backlog ] May /June 2023**

**Subject: SEC PAPER (Professional skills)**

**Time: 1 ½ Hours**

**Max. Marks: 40 M**

**PART –A (2 X 5 = 10 Marks)**

**(Short Answer Type)**

**I. Answer any two of the following questions.**

1. What is Note Taking?
2. What is Non Verbal Communication
3. What is business letter? Give examples of Business Letter.
4. What is reported speech?

**PART – B (2 X 15 = 30 Marks)**

**(Essay Answer Type)**

**II. Answer the following questions.**

**5.a) Describe the types of Non-verbal Communication.**

**(Or)**

**b) Write any five rules of Goal Setting.**

**6.a) Write about effective speaking skills.**

**(Or)**

**b) What are essential tools of Time management?**

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**B.Com (Gen, Comp Appln, Hons, BA, BBA), B.Sc (Mscs, Mpcs, Mpc, BtMbc)**

**II Year, Semester - III External Examination, June /July 2022**

**Subject : SEC PAPER (Professional skills)**

**Time: 1 ½ Hours**

**Max.Marks : 40 M**

**Note: Answer the following questions**

**PART -A (2 X 5 = 10 Marks)**  
**(Short Answer Type)**

**I. Answer any two of the following questions.**

1. What is non verbal communication ?
2. Write about advantages of note making .
3. What is business letter? Give examples of Business Letter.
4. What are the types of Paragraph writing?

**PART - B (2 X 15 = 30 Marks)**  
**(Essay Answer Type)**

**II. Answer any two of the following questions.**

**5.Q**

**a) . Describe the types of Non-verbal Communication or Body Language.**

**Or**

**b) Write any five rules of Goal Setting.**

**6.Q**

**a). Write a Complaint Letter to the Manager about damaged Product Received from online shop.**

**Or**

**b). What are essential tools of time management ?**

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# Osmania University

Faculty of English

Bcom (Gen, Comp Appln, Hons), Bsc (Mscs, Mpcs, Mpc, BtMbc)

II Year IV-Semester Examination, Aug 2021

**Subject : SEC Paper - Universal Human Values**

**Time: 1 ½ Hours**

**Max.Marks:40 M**

**Note: Answer the following questions**

**PART -A (2 X 5 = 10 Marks)**

**(Short Answer Type)**

**I. Answer any two of the following questions.**

- 1. What is Love for Self?**
- 2. Explain the maxim 'Service to Humanity is Service to God'?**
- 3. What are the ideas to maintain Peace and Harmony.**
- 4. According to Aristotle, What is Disordered Self?**

**PART - B (2 X 15 = 30 Marks)**

**(Essay Answer Type)**

**II. Answer any two of the following questions.**

- 5. What is Non-violence. Explain the guidelines for being non-violent.**
- 6. Explain concept of Service to your Family and Parents.**
- 7. What is meant by Sympathy and Empathy. Bring out the difference between the two.**
- 8. Write about 'Dharma' in Ramayana and Mahabharatha ?**

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**KESHAV MEMORIAL INSTITUTE OF COMMERCE AND SCIENCES**

*(Affiliated to Osmania University) Narayanaguda, Hyderabad*

**II Year, Semester-IV External Examination, June 2022**

**SUBJECT: SEC PAPER (HUMAN VALUES)**

**Time: 1 ½ hours**

**Max Marks: 40 M**

**Note: Answer any two**  
**PART-A (2X5=10Marks)**  
*(Short Answer Type)*

1. How will you show your Love for your Parents?
2. What is meant by Ahimsa? Explain the Indian concept of non-violence.
3. Explain the maxim 'Service to Humanity is Service to God'.
4. What is meant by Psychological Peace and Behavioural Peace?

**Note: Answer any two**  
**PART-A (2X15=30Marks)**  
*(Essay Answer Type)*

5. A) What is meant by Love? How many forms of Love are there? Explain in detail.

(or)

- B) What is Non-Violence? Explain the guidelines for being Non-violent.

6. A) What is the concept of Peace and Harmony? Why do we need them?

(or)

- B) Explain the concept Service to your Family and Parents.

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**Subject: SEC PAPER (Professional skills)**

**Time: 1 ½ Hours**

**Max. Marks: 40 M**

**PART –A (2 X 5 = 10 Marks)**

**(Short Answer Type)**

**I. Answer any two of the following questions.**

1. What is Non Verbal Communication?
2. What are the advantages of Note Making.
3. What is business letter? Give examples of Business Letter.
4. What are the types of Paragraph writing?

**PART – B (2 X 15 = 30 Marks)**

**(Essay Answer Type)**

**II. Answer any two of the following questions.**

5.a) Describe the types of Non-verbal Communication.

(Or)

b) Write any five rules of Goal Setting.

6.a) Write a Complaint Letter to the Manager about damaged product received from online shop.

(Or)

b) What are essential tools of Time management?

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**II Year, Semester - III External Examination, DEC 2022-23**

**Subject : SEC PAPER (Professional skills)**

**Time: 1 ½ Hours**

**Max.Marks : 40 M**

**Note: Answer the following questions**

**PART -A (2 X 5 = 10 Marks)**  
**(Short Answer Type)**

**I. Answer the following**

**1. How many types of tenses are there? What are they?**

**Or**

**2. Define direct and indirect speech with example.**

**3. What is paragraph writing? What is the structure of a paragraph?**

**Or**

**4. What is Emotional intelligence?**

**PART - B (2 X 15 = 30 Marks)**  
**(Essay Answer Type)**

**II. Answer the following**

**5. Explain the seven elements for a successful team.**

**Or**

**6. What is Time Management and what are the essential tools of Time Management?**

**7. What is Group Discussion? How is Group Discussion conducted?**

**Or**

**8. Write the format of Business letter and explain types of Business letter.**

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**II Year, Semester - III External Examination [ Backlog ] May /June 2023**

**Subject: SEC PAPER (Professional skills)**

**Time: 1 ½ Hours**

**Max. Marks: 40 M**

**PART –A (2 X 5 = 10 Marks)**

**(Short Answer Type)**

**I. Answer any two of the following questions.**

1. What is Note Taking?
2. What is Non Verbal Communication
3. What is business letter? Give examples of Business Letter.
4. What is reported speech?

**PART – B (2 X 15 = 30 Marks)**

**(Essay Answer Type)**

**II. Answer any two of the following questions.**

5.a) Describe the types of Non-verbal Communication.

(Or)

b) Write any five rules of Goal Setting.

6.a) Write about effective speaking skills.

(Or)

b) What are essential tools of Time management?

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Bcom (Gen, Comp Appln, Hons), Bsc (Mscs, Mpcs, Mpc, BtMbc)

II Year, Semester - IV Examination, May 2022-23

**Subject : SEC PAPER(Universal Human Values)**

**Time: 1 ½ Hours**

**Max.Marks:40 M**

**Note: Answer the following questions**

**PART -A (2 X 5 = 10 Marks)**

**(Short Answer Type)**

**I. Answer any two of the following questions.**

- 1. How Mother Teresa inspired us to live the life through the principles of compassion and Love?**
- 2. What will learners learn/gain if they practice Non- violence?**
- 3. Why is empathy important for Love?**
- 4. What is pragmatic Non- Violence?**

**PART - B (2 X 15 = 30 Marks)**

**(Essay Answer Type)**

**II. Answer the following questions.**

- 5. What are the features of Ahimsa?**

**(or)**

- 6. Write the different forms of Love.**
- 7. Write any five ways to create peace in a Nation?**

**(or)**

- 8. How can we relate peace with harmony.**

**\*\*\*\*\***



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II Year, Semester - IV Examination, May 2022-23

**Subject : SEC PAPER(Universal Human Values)**

**Time: 1 ½ Hours**

**Max.Marks:40 M**

**Note: Answer the following questions**

**PART -A (2 X 5 = 10 Marks)**

**(Short Answer Type)**

**I. Answer any two of the following questions.**

- 1. How Mother Teresa inspired us to live the life through the principles of compassion and Love?**
- 2. What will learners learn/gain if they practice Non- violence?**
- 3. Why is empathy important for Love?**
- 4. What is pragmatic Non- Violence?**

**PART - B (2 X 15 = 30 Marks)**

**(Essay Answer Type)**

**II. Answer the following questions.**

**5. What are the features of Ahimsa?**

**(or)**

**6. Write the different forms of Love.**

**7. Write any five ways to create peace in a Nation?**

**(or)**

**8. How can we relate peace with harmony.**

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**Subject: SEC PAPER (Professional skills)**

**Time: 1 ½ Hours**

**Max. Marks: 40 M**

**PART –A (2 X 5 = 10 Marks)**

**(Short Answer Type)**

**I. Answer any two of the following questions.**

1. What is Note Taking?
2. What is Non Verbal Communication
3. What is a business letter? Give examples of Business Letter.
4. What is meant by reported speech?

**PART – B (2 X 15 = 30 Marks)**

**(Essay Answer Type)**

**II. Answer the following questions.**

**5.a) Describe types of Non-verbal Communication.**

**(Or)**

**b) Write any five rules of Goal Setting.**

**6.a) Write about effective speaking skills.**

**(Or)**

**b) What are the essential tools of Time management?**

**\*\*\*\*\***

**OSMANIA UNIVERSITY**

Bcom (Gen, Comp Appln, Hons), Bsc (Mscs, Mpcs, Mpc, BtMbc)

II Year, III-Semester Examination, March 2021

Subject : SEC PAPER(Communication skills)

Time: 1 ½ Hours

Max.Marks:40

**Note: Answer the following questions**

**PART –A (2 X 5 = 10 Marks)**

**(Short Answer Type)**

**I. Answer any two of the following questions.**

1. Write the format of e-mail.
2. Write some steps to Effective Listening.
3. What are the advantages of Social media.
4. Write about PowerPoint Presentation.

**PART – B (2 X 15 = 30 Marks)**

**(Essay Answer Type)**

**II. Answer any two of the following questions.**

5. Define Non-verbal communication and write the importance of non-verbal communication.
6. Construct a CV in response to the advertisement.

We are creative IT company looking for software professionals for our development center in Warangal. Experience of 1 to 4 years as software engineer in the IT industry is preferred. Graduates in Engineering with extensive exposure and design, development and testing will also be considered. Apply within a week with a CV to clarity solutions 34, Maitrivanam, Ameerpet, Hyderabad 500045. Email:clearsol@email.com.

7. Write about Ms-Office.
8. What are Effective speaking skills ?

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