



## **COURSE INFORMATION SHEET**

### **GENERAL INFORMATION**

**Program : B.A/B.COM/B.SC/BBA[ALL MAJORS]**

**Year and Semester : 2023-24[R-23] -SEMESTER-I**

**Course Name : COMMUNICATON AND SOFT SKILLS**

**Course Code : R23ENGT131**

**Total Number of hours : 60**

**Internal Marks/Assignment: 40**

**External Marks : 60**

	SEMESTER – 1	T	P	C
R -23	<b>“COMMUNICATION AND SOFT SKILLS”</b>			
	<u>English Language Course-I</u> (w.e.f 2023 -24 Admitted Batch)	4	0	3

### **COURSE OBJECTIVES:**

The objectives of this course are to make the students:

- Grasp the importance of listening and its types.
- Acquire the knowledge on phonetics with reference to sounds, accent, intonation and rhythm.
- Learn the grammar topics i.e., concord, tenses, articles, prepositions and question tags.
- Enhance speaking skills with the help of Obama’s speech `Yes, We Can` and Kalama’s `A Leader Should Know How to Manage Failure`.
- To get an overview about soft skills i.e., attitude, E.I, T.E. and Interpersonal Skills.

### **SYLLABUS:**

#### **UNIT - I: Listening Skills (8Hrs)**

- a. Importance of Listening.
- b. Types of Listening.
- c. Barriers to Listening.
- d. Effective Listening.

#### **UNIT - II: Speaking Skills (9Hrs)**

- a. Sounds of English: Vowels and Consonants.
- b. Syllable
- c. Word Stress
- d. Intonation

#### **UNIT - III: Grammar (12Hrs)**

- a. Concord.
- b. Articles
- c. Prepositions
- d. Tenses
- e. Question Tags

**UNIT - IV: Writing skills**

(11Hrs)

- a. Greetings & Introduction
- b. Asking & Giving Information
- c. Yes, We Can – Barack Obama
- d. Agreeing & Disagreeing
- e. A Leader Should Know How to Manage Failure – Dr.A. P. J. Abdul Kalam

**UNIT - V: Soft Skills**

(10Hrs)

- a. SWOC.
- b. Attitude.
- c. Emotional Intelligence.
- d. Telephone Etiquette.
- e. Interpersonal Skills.

**LEARNING OUT COMES:**

By the end of the course the learner will be able to:

- Understand the importance listening and practice effective listening.
- Use grammar effectively for accuracy in writing and speaking.
- Demonstrate the use of good vocabulary.
- Acquire ability to use Soft Skills in professional and daily life.
- Confidently use the tools of communication skills.

**Activities :**

- Make the students to news excerpts.
- Watch interviews and speeches on You Tube.
- Role plays on formal and informal conversations.

**CO-CURRICULAR ACTIVITIES:**

- Class Room Seminars.
- Group Discussions.
- Role Play.
- Assignments.

**TEXT BOOKS:**

- English Praxis Course-I by Marathi Publications.
- English Praxis Course-I by A Course on Communication and Soft skills ---Vivanta Press.

### **REFERENCE BOOKS:**

- A text book of English Phonetics for Indian Students by T.Balasubramanian.
- Essentials of English Grammar by Raymond Murphy.
- Soft Skills Training – A work book to develop Skills for employment by Frederick H. Wentz

### **LMS ACCESS:**

1. Duolingo (<https://www.duolingo.com/>) - This is a language-learning platform that offers a fun and interactive way to learn English through games, exercises, and quizzes.
2. BBC Learning English (<https://www.bbc.co.uk/learningenglish/>) - The BBC offers a comprehensive range of resources for learners of English, including grammar, vocabulary, and pronunciation.
3. English Central (<https://www.englishcentral.com/>) - This website provides a platform for practicing your English listening and speaking skills through video lessons and interactive activities.
4. Busuu (<https://www.busuu.com/>) - Busuu is a language-learning platform that offers lessons in English grammar, vocabulary, and conversation practice.

## **MAHARAJ'S COLLEGE (AUTONOMOUS)**

### **I B.A., B.Sc., B. Com & B.B.A. First Semester End Model Question Paper**

Max. Time: 21/2Hrs.

**ENGLISH**

Max. Marks: 60M

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### **PART - A**

#### **I. Answer any FIVE of the following questions:**

**5X2 =10M**

1. What are the differences between Hearing and Listening?
2. What is syllable? Give two any two examples.
3. Define Concord with an example.
4. Define asking for information and giving for information with one example each.
5. What is SWOT Analysis?
6. What is the difference between formal greetings and informal greetings?
7. Write a note on Diphthongs with examples.

8. You are invited your best friend to your birthday party. Develop a dialogue on agreeing or disagreeing to your Invitation.(Five Exchanges)

**PART – B**

**II. Answer the following questions:**

**5X10=50M**

9. A] what is the importance of listening of and write a note on different types of listening?

OR

B] What factors act as barriers to Listening?

10. A] Write a note on Vowel Sounds, Diphthongs and Consonant sounds in brief?

OR

B] What is Intonation? Write a note on Rising Tone and Falling Tone and Rhythm in English Language.

11. Answer the following:

A. Fill in the blanks with suitable articles:

a. I met -----on eyed beggar.

b. My brother is -----M.L.A.

B. Fill in the blanks with suitable prepositions:

a. She died ----- Cancer.

b. Mr., Sastri knows English ----- Telugu.

C. Supply the appropriate question tags to the following statements:

a. She cooked very well.

b. It will not rain tomorrow.

D. Fill in the blanks in the following sentences with suitable form of the verb given in the brackets:

a. The boys ----- (play) cricket since 11`o clock.

b. When we reached home, Rani ----- (Sweep) the floor.

c. Children ----- (like) chocolates.

d. My friend ----- (read) the novel yesterday.

OR

B]. What is the best way to manage failure according to Abdul Kalam?

12 A] How does Barrack Obama say about his victory in the American Presidential election?

OR

B] What are the challenges ahead of America and Obama in the event of his victory

13. A] what is positive thinking and how to develop positive thinking?

OR

B]. What is the importance of emotional intelligence and write a note on enhancement of emotional intelligence in one`s career?

**MAHARAJAH'S COLLEGE (AUTONOMOUS)**  
Affiliated to Andhra University, Accredited by NAAC with B grade  
Listed U/S 2(f) and 12(B) of the UGC Act 1956

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Website: [www.mracollegevzm.com](http://www.mracollegevzm.com)

## **COURSE INFORMATION SHEET**

### **GENERAL INFORMATION**

**Program : B.A/B.COM/B.SC/BBA[ALL MAJORS]**

**Year and Semester : 2023-24[R-23] -SEMESTER-II**

**Course Name : READING AND WRITING SKILLS**

**Course Code : R23ENGT231**

**Total Number of hours : 60**

**Internal Marks/Assignment: 40**

**External Marks : 60**

	SEMESTER – 2	T	P	C
R -23	<p style="text-align: center;"><b>READING &amp; WRITING SKILLS</b>  <b><u>English Praxis Course-II</u></b>  (w.e.f 2023 -24 Admitted Batch)</p>	4	0	3

### **COURSE OBJECTIVES:**

The objectives of this course are to make the students:

To get an overall idea about the topics from literature with reference to Tennyson, Robert Frost, Abrar Mohsin, Ruskin Bond, A. J. Cronin, Nissam Ezekiel and R.K.Narayan.

- To Acquire with Vocabulary: Conversion of words, one word substitutes and collocations.
- To Familiarize with reading comprehension and Note making / taking.
- To acquire the knowledge about preparation of Notices, Agendas and Minutes.
- To learn how to write Curriculum Vitae and Resume, Letters, E-Correspondence.

### **SYLLABUS:**

#### **UNIT – I: (10Hrs)**

**Poetry Skills** : Ulysses – Alfred Lord Tennyson  
: 1.Vocabulary: Conversion of Words.  
2. One Word Substitutes.  
3. Collocations.

#### **UNIT – II (8Hrs)**

**Prose** : The Best Investment I Ever Made –A.J. Cronin

**Non-Detailed Text Skills** : Florence Nightingale : Abrar Mohsin.  
: Skimming and Scanning.

#### **UNIT – III (11Hrs)**

<b>Prose</b>	:1.TheNightTrain at Deoli	Ruskin Bond.
<b>Poetry</b>	:2.Stopping by Woods on a Snowy Evening	Robert Frost
<b>Skills</b> :	1. Reading Comprehension (Top Down, Bottom Up &Scheme Theory)	
	:2. Note Making/Taking.	

#### **UNIT – IV (9hrs)**

<b>Poetry</b>	:Night of the Scorpion	Nissim Ezekiel
<b>Skills</b>	: 1.Expansion of Ideas. : 2.Notice, Agendas and Minutes.	

#### **UNIT – V:**

<b>Non-Detailed Text</b>	: An Astrologer's Day	<b>(12Hrs)</b> RK Narayan.
<b>Skills</b> :	1.CurriculumVitae and Resume. 2. Letters. 3. E-Correspondence.	

#### **LEARNING OUT COMES:**

By the end of the course the learner will be able to:

- Use reading skills effectively.
- Comprehend different texts.
- Build up a repository of active vocabulary.
- Improve writing skills independently for future needs.
- Enhance communicative competence through Reading and Writing Skills

#### **Activities:**

- Asking the students to prepare a model resume.
- Quiz on one word substitutes.
- Pair activity on collocations.
- Asking the students to read news's paper clippings and make notes.

### **CO-CURRICULAR ACTIVITIES:**

- Class Room Seminars.
- Student Projects.
- JAM Sessions.
- Assignments.

### **TEXT BOOKS:**

- English Praxis Course-II by Maruthi Publications.
- English Praxis Course-II by A Course on Communication and Soft skills by Vivanta Press.

### **REFERENCE BOOKS:**

- Black book of English Vocabulary by Nikhil Gupta.
- Advanced Writing skills for Skill Builders by D.S.Paul.
- Improving Reading Comprehension and Speed, Skimming and scanning- Reading for Pleasure by Marcia J. Coman and Kanthy L. Heavers.

### **LMS ACCESS:**

1. [https://www.goodreads.com/author/show/1305302.R\\_K\\_Narayan](https://www.goodreads.com/author/show/1305302.R_K_Narayan)
2. ESL Gold (<https://www.eslgold.com/>) - ESL Gold offers a range of resources for learners of English, including grammar lessons, vocabulary exercises, and conversation practice.
3. Breaking News English (<https://breakingnewsenglish.com/>) - Breaking News English offers news articles and related exercises for learners of English, with a focus on vocabulary and comprehension.
4. My Language Exchange (<https://www.mylanguageexchange.com/>) - My Language Exchange is a language exchange platform that allows you to connect with native English speakers for conversation practice.
5. <https://www.studocu.com/in/z/37601931?sid=01734585498> [proverbs]

**MAHARAJAH'S COLLEGE (AUTONOMOUS)**

**I B.A., B.Sc., B.COM.& B.B.A. SECOND SEMESTER END MODEL QUESTION PAPER**

**Max.Time : 21/2Hrs**

**ENGLISH**

**Max. Marks: 60M**

**PART - A**

**Answer any FIVE of the following questions**

**5X2=10M**

1. What is called conversion of words? Explain with examples.
2. What are the differences between skimming and scanning?
3. What is note making and what are the characteristics of good notes?
4. Define Notice and Agenda and Minutes.
5. What is E-Correspondence?
6. How does Ruskin Bond describe the Deoli Station?
7. Why was Florence Nightingale called as `The Lady with the Lamp`?
8. Define Collocation and give any two examples.

**PART – B**

**Answer the following questions**

**5X10 = 50 M**

9. A] How would you analyze the character of Ulysses by Alfred Lord Tennyson?

**OR**

B]. Answer the following:

- A. What are the differences among various types of collocations?
  - B. Write one word substitutes for the following expressions:
    - a. A System of government by one person with absolute power.
    - b. One who feeds on human flesh.
    - c. A person speaks more than one language.
    - d. A diplomat of the highest rank representing his country abroad.
10. A] Explain the Morality of the story `The Best Investment I Ever Made.

OR

B]. Write a note on ` Florence Nightingale and the Crimean War` .

11 A] what is the central idea of the poem `Stopping by Woods on a Snowy Evening` ?

OR

B]. Answer the following :

A. Read the following passage and prepare notes :

Verbs are important for English language. They are broadly of two types. They are main verbs and helping verbs. Helping Verbs are again subdivided into four categories. They are `Be` forms, `Do` forms, `Have` forms and `Modals`. Main verbs are at another level are of transitive, intransitive and intransitive types.

B. Read the following passage carefully and answer the questions:

While I was walking along the road , one day I happened to see a small pink leather purse lying on the footpath. I picked it up and opened it up to see, if I could find out the owner`s name and address. There was nothing inside except some small change and a rather old photograph – a picture of a woman and a young girl about twelve years old, who looked like the woman`s daughter. I put the photograph back and took the purse to the police station, where I handed over it to the sergeant –in-charge. The sergeant made a note of my name and address in case the owner of the purse wanted to write and thank me.

Questions :

- a. What did the narrator happen to see as he was walking along the road?
- b. Why did he open the purse?
- c. What did he find inside the purse?
- d. where did he go next with the purse ?
- e. Why did the sergeant make a note of the narrator`s name and address?

12. A] Write a note on critical appreciation of the poem ` Night of the Scorpion`

OR

B]. Answer the following :

A. Explain the proverb ` Slow and Steady Wins the Race` with an illustration.

B. You are the secretary of Geetha Housing Society, Nehru Nagar, Vizianagaram.

Draft a note on stating that the monthly installment of maintenance charges payment before the due date.

13. A] Retell the story of `An Astrologer`s Day` from the view point of Guru Nayak.

OR

B]. Answer the following :

A. Prepare your own C.V / Resume.

B. Write a letter to the principal of your college with a request for the procurement of UG& PG Text Books to your College Library.

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**MAHARAJAH'S COLLEGE (AUTONOMOUS)**  
Affiliated to Andhra University, Accredited by NAAC with B grade  
Listed U/S 2(f) and 12(B) of the UGC Act 1956

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## **COURSE INFORMATION SHEET**

### **GENERAL INFORMATION**

**Program** : B.A/B.COM/B.SC/BBA[ALL MAJORS]

**Year and Semester** : 2023-24[R-23] -SEMESTER-I

**Course Name** : COMMUNICATION SKILLS

**Course Code** : R23ENGT151

**Total Number of hours** : 30

**Internal Marks** : 20

**External Marks** : 30



**II. UNIT      PRESENTATION SKILLS      (10Hrs)**

1. Preparation of a Good Presentation.
2. Verbal Communication in Presentation.
3. Non-Verbal Communication in Presentation.
4. Visual aids/Materials in Presentation.
5. Analyzing audience and Managing Questions.

**III.UNIT      INTERVIEW AND GROUP DISCUSSIONS      (10Hrs)**

1. Interview types.
2. Before, during and after an interview.
3. Do`s and Don`ts in an interview.
4. Basic interview questions.
5. Structure and process of Group Discussions.
6. Role functions, Do`s and Don`ts

**Learning outcomes:**

By the end of the course the learner will be able to:

- Speak English fluently
- Participate confidently in any social interaction.
- Face any professional discourse.
- Demonstrate critical thinking.
- Enhance conversational skills by observing the professional interviews

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**ded Activities:**

- Presenting seminar papers.
- Mock interviews.
- Using Power point presentation in seminars.

### **CO-CURRICULAR ACTIVITIES:**

- Class Room Seminars.
- Elocution.
- Making a Presentation.
- Assignments.

### **TEXT BOOKS:**

- English Praxis Course-III by Maruthi Publications.
- English Praxis Course-III by A Course in Conversational Skills by Vivanta Press.

### **REFERENCE BOOKS:**

- Working in English, Jones, Cambridge.
- Business Communication, Raman – Prakash, Oxford.
- Speaking Personally, Porter – Ladousse, Cambridge.
- Speaking Effectively, Jermy Comfort, et.al, Cambridge.
- Anjaneesethi&BhavanaAdhikari, Business Communication Tata McGraw Hill
- Jermy Comfort, Speaking Effectively,et,al, Cambridge.

### **LMS ACCESS**

#### [Skills you need: communication skills](#)

- Information and resources to help develop information skills

#### Nonverbal Communication

#### [Principles of public speaking](#)

- Online course that aims to help you prepare and deliver effective oral presentations, with an emphasis on informative and persuasive public speaking

#### [33 Nonverbal Communication Tips, in 140 characters or less](#)

- Some short and succinct tips on improving your nonverbal communication skills

#### [Nonverbal communication: how body language & nonverbal cues are key](#)

- Article on nonverbal communication that includes some good tips on watching your body language during online video calls

#### [The power of nonverbal communication](#)

- TED talk from a body language expert

**MAHARAJAH'S COLLEGE [AUTONOMOUS]**

**SEMESTER I -COMMUNICATION SKILLS -MODEL QUESTION PAPER**

**I B,A., B.Sc., B,COM FIRST YEAR w,e,f, 2023**

Max.Time : 2 Hrs.

Max. Marks : 30 M

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**Part – A**

**1. Answer any THREE of the following:**

3X2 = 6 M

- a. Define communication.
- b. What is communication process?
- c. Visual aids in presentation.
- d. What are Do`s in Interview?
- e. What is GD in communication?

**PART-B**

**Answer any FIVE of the following:**

3X8 = 24 M

2. A] What is the nature and importance of communication?  
or  
B] Write a note on major barriers to communication ?
3. A] What are the strategies for effective communication?  
or  
B] Explain verbal and non-verbal communication in presentation.
4. A] What is GD and write its importance.  
or  
B] What are the Do`s and Don`ts of Power Point Presentation?

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R-23	<b>SEMESTER – 2</b> <b>LIFE SKILLS COURSE(SEC-1)</b>	T	P	C
	<b>COURSE: BUSINESS WRITING</b> <b><u>SEMESTER 2</u></b> (w.e.f 2023-24 Admitted Batch)	2	0	2

### **COURSE OBJECTIVES:**

The objectives of this course are to make the students:

1. Understand the fundamentals of business writing, including style, tone, and language.
2. Produce well-structured and concise business documents, such as emails, memos, and Reports.
3. Apply principles of effective communication in business letters and interoffice Correspondence.

### **SYLLABUS**

#### **Unit 1.**

**(10Hrs)**

**Introduction to Business Writing:** Importance and purpose of effective business Writing; Characteristics of good business writing; Common challenges and misconceptions. Writing Clear and Concise Emails: Appropriate email etiquette in the professional Environment, organizing email content and using effective subject lines, Understanding tone and formality in email communication.

#### **Unit 2.**

**(10Hrs)**

**Memos and Interoffice Communication:** Formatting and structure of memos, Writing memos for various purposes like updates, announcements, requests. Ensuring clarity and Coherence in interoffice communication. Business Letters and Formal Correspondence: Structure and components of a business letter, writing persuasive and professional business

letters, Responding to inquiries and complaints effectively.

**Unit 3:**

**(10Hrs)**

**Business Proposals and Reports:** Crafting business proposals for projects and Initiatives, Formal report writing - format, sections, and organization, Analyzing data and Presenting findings in reports. Writing for Digital Platforms: Business writing for websites, social media, and online communication, Leveraging technology for efficient and impactful

**COURSE OUT COMES:**

By the end of this course, students will be able to:

1. Craft persuasive and well-organized business proposals and formal reports.
2. Cultivate a professional and ethical approach to business writing.

**Text Books:**

1. Business Writing Basics by Jane Watson (Author) Publisher: Self Counsel Press Inc; 2nd edition (1 August 2002) ISBN-10: 1551803860 ISBN-13: 978-1551803869
2. Successful Business Writing - How to Write Business Letters, Emails, Reports, Minutes and for Social Media - Improve Your English Writing and Grammar: of Exercises and Free Downloadable Workbook by Heather Baker Publisher: Universe of Learning Ltd; Illustrated edition (1 March 2012) ISBN-10 : 1849370745 ISBN-13 : 978-1849370745
3. Business Correspondence and Report Writing, 6th Edition by R C Sharma, Krishna Mohan, Virendra Singh Nirban. Publisher: McGraw Hill Education (India) Private Limited. ISBN-10: 9390113008 ISBN-13: 978-9390113002

**Reference Books& LMS ACCESS:**

1. "The Essential Business Handbook: The Nuts & Bolts of Getting Up and Running Fast" by John Storey and Amelia Storey (Indian Edition)
  2. "The AMA Handbook of Business Writing: The Ultimate Guide to Style, Grammar, Punctuation, Usage, Construction, and Formatting" by Kevin Wilson and Jennifer Wauso
1. [Business communication for success](#) Free online textbook covering oral and written business communications

[2.Effective email communication](#) The University of North Carolina's Writing Center guide to help you communicate more effectively using e-mail.

## **MAHARAJAH'S COLLEGE (AUTONOMOUS)**

**I B.A., B.Com. B.Sc., BBA (HONS) II SEMESTER END MODEL QUESTION PAPER**

### **BUSINESS WRITING**

**Time: 2 Hours.**

**Marks: 30**

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#### **Part –A**

**1. Answer the following questions**

**3 X 2 = 6M**

- a. Business Writing
- b. Concise E Mail
- c. Memos
- d. Business Letter
- e. Website

#### **Part – B**

**Answer the following questions**

**3 X 8 = 24 M**

2 (a) Write the purpose of Effective Business Writing

**Or**

(b) Discuss about Appropriate Email etiquette in Professional Environment

3 (a) Write about the Components of a Business Letter?

**Or**

(b) Discuss in Detail about formatting and structure of Memos?

4 (a) Explain about Formal Report Writing in Business

**Or**

(b) Discuss in Detailed about Business Writing for Digital Platforms

<b>R-23</b>	<b>SEMESTER III</b>	<b>L</b>	<b>T</b>	<b>P</b>	<b>C</b>
	<b>Information &amp; Communication Technology</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>2</b>
	<b>(w.e.f 2023-24 Admitted Batch)</b>	<b>Total Hrs.30</b>			

### **OBJECTIVES**

- This course aims at acquainting the students with basic ICT tools which help them in their day to day and life as well as in office and research.
- To understand the literature of social networks and their properties.
- To develop skills to use various social networking sites like twitter, flicker, etc.

### **SYLLABUS**

#### **UNIT-I:**

**(10 hrs.)**

Fundamentals of Internet: What is Internet? Internet applications, Internet Addressing – Entering a Web Site Address, URL–Components of URL, Searching the Internet, Browser –Types of Browsers, Introduction to Social Networking: Twitter, Tumbler, LinkedIn, Face book, flicker, Skype, yahoo, YouTube, WhatsApp.

#### **UNIT-II:**

**(9 hrs.)**

E-mail: Definition of E-mail -Advantages and Disadvantages –User Ids, Passwords, Email Addresses, Domain Names, Mailers, Message Components, Message Composition, Mail Management.

G-Suite: Google drive, Google documents, Google spread sheets, Google Slides and Google forms.

#### **UNIT-III:**

**(11 hrs.)**

Overview of Internet security, E-mail threats and secure E-mail, Viruses and antivirus software, Firewalls, Cryptography, Digital signatures, Copyright issues.

What are GOI digital initiatives in higher education? (SWAYAM, SwayamPrabha, National Academic Depository, National Digital Library of India, E-Sodh-Sindhu, Virtual labs, eacharya, e-Yantra and NPTEL).

## **COURSE OUTCOMES**

After completion of the course, student will be able to;

1. Explain which network is suitable for whom.
2. Learn few GOI digital initiatives in higher education.
3. Apply skills to use online forums, docs, spreadsheets, etc. for communication, Collaboration and research.
4. Get acquainted with internet threats and security mechanisms.

## **RECOMMENDED CO-CURRICULAR ACTIVITIES (04 hrs.)**

(Co-curricular activities shall not promote copying from textbook or from others work and shall Encourage self/independent and group learning)

1. Assignments (in writing and doing forms on the aspects of syllabus content and outside the syllabus content Shall be individual and challenging)
2. Student seminars (on topics of the syllabus and related aspects (individual activity))
3. Quiz and Group Discussion
4. Slip Test
5. Try to solve MCQ's available online.
6. Suggested student hands on activities:
  - a. Create your accounts for the above social networking sites and explore them, Establish a video conference using Skype.
  - b. Create an Email account for yourself- Send an email with two attachments to

Another friend. Group the email addresses use address folder.

- c. Register for one online course through any of the online learning platforms like NPTEL, SWAYAM, Alison, Codecademy, Coursera. Create a registration form for your college campus placement through Google forms.

### **Reference Books**

1. In-line/On-line : Fundamentals of the Internet and the World Wide Web, 2/e –by Raymond Greenlaw and Ellen Hepp, Publishers: TMH
2. Internet technology and Web design, ISRD group, TMH.
3. Information Technology – The breaking wave, Dennis P.Curtin, Kim Foley, KunaiSen and Cathleen Morin, TMH.

### **LMS ACCESS**

#### **1. Fundamentals of Internet**

<https://fcit.usf.edu/internet/chap1/chap1.htm#:~:text=The%20Internet%20is%20a%20worldwide,access%20distance%20and%20computer%20platforms.>

#### **2. Overview of Internet security**

<https://www.securitymetrics.com/blog/how-configure-firewall-5-steps>

#### **3. GOI digital initiatives in higher education**

<https://swayam.gov.in/about>

<http://nptel.ac.in/>

# INFORMATION AND COMMUNICATION TECHNOLOGY

## MODEL QUESTION PAPER

### SECTION: A

1. Answer any **THREE** of the following:

3X2=6M

- a. Define Internet?
- b. What is Email ID?
- c. Explain Google Drive.
- d. Explain about SWAYAM and NTPPEL?
- e. What is a Browser?

### SECTION-B

Answer the following questions:

3x8=24M

3 a. What is Browser? Explain different types of Browsers?

(or)

b. Write a short note on components of URL?

4 a. Define Email. What are the advantages and disadvantages of it?

(or)

b. What are the steps to create Google forms?

5 a. Explain a different types of computer viruses?

(or)

b. Write about SWAYAM Prabha, E-sodh-sindhu and NDLI?

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