

**BACHELOR'S DEGREE IN LIBRARY AND
INFORMATION SCIENCE (REVISED)**

Term-End Examination

December, 2015

03520

BLI-225 : COMMUNICATION SKILLS

Time : 2 hours

Maximum Marks : 70

Note : Answer *all* questions.

1. Read the following passage and answer the questions that follow :

Winning and losing may be an inevitable part of adult life, but they should not be a part of childhood. Too much competition, too early in life, can affect a child's development. Children are easily influenced, and when they sense that their competence and worth are based on their ability to live up to their parents' and coaches' high expectations — and on their ability to win — they can become discouraged and depressed. Psychologists advise parents to "keep

winning in perspective", noting that the most common reasons children give for quitting, aside from change in interest, are lack of playing time, failure and fear of failure, disapproval by significant others, and psychological stress. According to Dr. Glyn C. Roberts, a professor of Kinesiology at the Institute of Child Behaviour and Development at the University of Illinois, 80 to 90 percent of children who play competitive sports at a young age drop out by sixteen.

This statistic illustrates another reason I oppose competitive sports for children : because they are so highly selective, very few children get to participate. Far too soon, a few children are singled out for their athletic promise, while many others, who may be on the verge of developing the necessary strength and ability, are screened out and discouraged from trying out again. Like adults, children fear failure, and so even those with good physical skills may stay away because they lack self-confidence. Consequently, teams lose many promising players who with some encouragement and experience might have become stars. The problem is that many parent-sponsored,

out-of-school programs give more importance to having a winning team than to developing children's physical skills and self-esteem.

- (a) (i) Why does the author think that children should not be encouraged to be too competitive ? Discuss. 3
- (ii) Give four reasons from the passage to explain why children often quit competitive sports. 2
- (iii) Why do children with good physical skills often stay away from sports ? 2
- (iv) Do you agree with the author's point of view ? Why / Why not ? Give considered reasons. 3
- (b) Pick out words from the passage which mean the same as the following : 5
- (i) the ability to do something well or effectively
- (ii) stop doing something
- (iii) feel strongly that something or someone is bad/wrong
- (iv) to be very near to doing or experiencing something
- (v) someone who shows signs of being successful at something

- (c) Give antonyms of the following words from the passage :

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- (i) late
- (ii) unusual
- (iii) success
- (iv) weakness
- (v) win

2. Write short notes on any *two* of the following : 10

- (a) Writing a good paragraph
- (b) Features of a proposal, including a draft proposal for acquiring books for the library
- (c) Types of Reports and their characteristics
- (d) Preparing a good CV

3. For the first time, a large group of Spanish students will be joining your college for a year. You are the student leader of your college. Make a presentation of about 250 words where you

- welcome them
- tell them briefly about your college
- inform them about the facilities it has to offer
- give some advice about how they can fit in and enjoy their stay.

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4. What will you say in the following situations ? 10

- (a) Your neighbour's T.V. is disturbing you because of the high volume. Ask him politely to reduce the volume.
- (b) You want to borrow a library card from your classmate. Ask your classmate for the card politely.
- (c) The desktop computer you bought is not working properly. Complain about this to the shopkeeper and ask for a replacement.
- (d) Ask your co-passenger on the train if you can borrow his magazine.
- (e) You have arrived late for your class because of a traffic jam. Apologise to your teacher.

5. (a) Put the verbs in brackets into the passive form in the following sentences :

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- (i) You will hardly recognise the library. It (redecorate) since your last visit.
- (ii) Two players (send) off the field during last Saturday's match.
- (iii) Applications (invited) for the post of Assistant Librarian.
- (iv) As soon as your order (received), it (process) and an acknowledgement sent.

(b) Fill in the blanks with suitable prepositions.

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- (i) If you don't return these books _____ Monday, you'll be fined.
 - (ii) The interview will be held _____ Friday, the 24th of April.
 - (iii) Don't leave the room _____ I'm back.
 - (iv) Kindly see me in my office _____ the end of the class.
 - (v) I'll return these CDs _____ two weeks.
- _____