



MUTHAYAMMAL ENGINEERING COLLEGE

(An Autonomous Institution)

(Approved by AICTE, New Delhi, Accredited by NAAC & Affiliated to Anna University)
Rasipuram - 637 408, Namakkal Dist., Tamil Nadu

Department of English Question Bank - Academic Year (2021-22)

Course Code & Course Name : 21HSS03 & Life Skills and Workplace Psychology
Year/Sem/Sec : I / II/

Unit-I: Critical Thinking & Problem Solving Part-A (2 Marks)

1. Define Life Skills.
2. List out the essential life skills.
3. Write a note on empathy.
4. Creativity – explain the term.
5. Write a note on problem solving.
6. Give a brief account on the four C's of critical thinking.
7. Define lateral thinking.
8. Explain the term multiple intelligence in short.
9. Write a note on the three steps of analytical thinking.
10. Write the uses of mind mapping.

Part-B (16 Marks)

1. Describe life skill based education and the ten core life skills laid down by WHO?
2. Explain creativity and the four C's of creativity.
3. Explain lateral thinking and its techniques.
4. Discuss mind mapping and the usage of six thinking hats model in detail.
5. Write an essay on analytical thinking.

Unit-II : Teamwork Part-A (2 Marks)

1. Define group.
2. Define team.
3. List out the stages of team formation.

4. Write a note on group dynamics.
5. Illustrate the difference between group and team.
6. Explain the term team conflict.
7. Write a short note on forming stage.
8. Write a note on adjourning stage.
9. How to form an effective team?
10. Discuss in short on team building.

Part-B (16 Marks)

1. Compare and contrast group and team.
2. Describe the five stages of team formation process.
3. Define team and its types in detail.
4. Write an essay on group dynamics.
5. Explain the concept and types involved in managing team conflicts.

Unit-III : Leadership Skills

Part-A (2 Marks)

1. List out the five levels of leadership.
2. How ability to teach a mentor?
3. Define production.
4. Discuss dependability.
5. Write a short note on decisiveness.
6. Define leadership skills.
7. List out the types of leadership.
8. Write a note on professional etiquette.
9. Give some examples of skills to become a strong leader.
10. List out top six leadership skills.

Part-B (16 Marks)

1. Write an essay on top six leadership skills.
2. Explain the different types of leadership skills.
3. Mention the necessary steps to control misconduct of behaviour on the campus.
4. Give some remedies to prevent from sexual violence.
5. Write an essay on professional etiquette.

Unit-IV : Grammar & Vocabulary
Part-A (2 Marks)

1. Explain the types of articles with examples..
2. Substitute with the single word for
 - i) One who is easily deceived.
 - ii) Rule by the mob
3. Explain preposition with examples.
4. Write a note on tense.
5. Fill in the blanks with suitable form of tense:
They said they were tired and _____ (go) upstairs to sleep.
6. Fill in the blanks with suitable form of tense:
Johanne _____ (just lose) her keys on the pavement.
7. Complete the sentence with the correct form of the verb given in brackets:
Did you leave the cooker on? I can smell something _____ (burn)
8. Complete the sentence with the correct form of the verb given in brackets:
It's Tom's birthday today. Did you remember _____ (post) his card?
9. Fill in the blanks with the suitable conditional clauses:
If I see him, I _____ (give) him a lift.
10. Fill in the blanks with the suitable conditional clauses:
If I were a Prime Minister, I _____ (change) in the field of IT.

Part-B (16 Marks)

1. You wish to start a Employability Skills Club in your college. You meet the Principal of your college to get permission for this club. Write a dialogue that happened between you and your Principal. You should have a minimum of 10 exchanges (20 sentences) between you and your Principal.
2. How are British English and American English different? Justify with examples.
3. Expand the following abbreviations / acronyms.
 - a) AICTE
 - b) BBC
 - c) AIDS
 - d) RADAR
 - e) VIZ
 - f) SAARC
 - g) GAIL
 - h) AM
4. Write a set of eight instructions to save water.
5. Write a set of eight recommendations to prevent Corona.

Unit-V : Workplace Psychology
Part-A (2 Marks)

1. List out the selection techniques for an employee.
2. Stages of interview – Exemplify.
3. Give few tips for job interview.
4. Explain the practices to be followed for fair employment.
5. Elucidate the methods of job analysis.

6. Top tips for effective management – Discuss.
7. Explain sentence expanding.
8. How industrial psychologists motivate their employees?
9. Draw job analysis tools.
10. Define flowchart.

Part-B (16 Marks)

1. Write an essay on nature and development of industrial work psychology.
2. Elucidate – The process to be followed during employee selection.
3. Discuss on the steps, tips and stages in interview.
4. Explain the ways to make the company's hire process more fair.
5. Discuss in detail on the types of interviews.

Course Faculty

HoD