

Course/Branch	: B.Tech (OC1-OC14)	Semester	: I
Subject Name	: Soft Skills	Max. Marks	: 60
Subject Code	: BAS 105	Time	: 120 min

CO-1 : On completion of this course, the student will be able to Understand the concept of sentence formation and usefulness of enriched vocabulary so as to write well in English language.

CO-2 : On completion of this course, the student will be able to Apply their skills of active listening and fundamental inputs of speaking skills on professional grounds.

Section – A (CO - 1) # Attempt both the questions # 30 Marks

Q.1 : Attempt any **SIX** questions (Short Answer Type). Each question is of two marks. (2 x 6 = 12 Marks)

- Define a Compound sentence. Write any two examples of it.
- How can we transform a Simple sentence into a Complex sentence?
- Define Prefix and Suffix with two examples each.
- Write Antonyms of: Arrogant and Tardy. Write Synonyms of: Baffled and Shiny.
- Give the meaning of the following Homophones and use them in your own words:
 - Course and Coarse
 - Diseased and Deceased
- Describe how can we convert one word class to another.
- State the meaning of following foreign words used in English language: Ab initio, Alma mater

Q.2 : Attempt any **THREE** questions (Medium Answer Type). Each question is of 6 marks. (3 x 6 = 18 Marks)

- Describe Sentence and its types.
- Discuss in detail the concept of Subject-Verb agreement.
- What are Homonyms? Write minimum five examples of homonyms.
- Use the following words in your own sentences to bring about their meaning: a) Canon & Cannon
b) Maize & Maze c) Stationary & Stationery d) Birth & Berth.
- Word formation is the creation of a new word using different processes. Delineate some such processes which can be adopted for word formation.

Section – B (CO - 2) # Attempt both the questions # 30 Marks

Q.3 : Attempt any **SIX** questions (Short Answer Type). Each question is of two marks. (2 x 6 = 12 Marks)

- Differentiate between Active and Passive listening.
- Write some traits of a good listener.
- Write some tips and techniques of listening and note taking.
- Define Ted talk.
- How audio listening with script reading can improve our listening skill?
- Discuss Impromptu method of speech.
- What role does content and sequencing play in effective speaking?

Q.4 : Attempt any **THREE** questions (Medium Answer Type). Each question is of 6 marks. (3 x 6 = 18 Marks)

- Define listening. Why is listening considered as an art?
- Give a detailed description of various listening modes.
- Describe various types of listening.
- Discuss different methods of speech delivery.
- Define Pronunciation and Articulation. Write some differences between these two.

Course/Branch : B.Tech /All (CO-1-OC14)

Subject Name : SOFT SKILLS

Subject Code : BAS 105

Semester: I

Max. Marks: 60

Time: 120 min

21/1/23
620

CO-3: On completion of this course, the student will be able to learn the use of correct body language and tone of voice to enhance communication.

CO-4: On completion of this course, the student will be able to acquire the skills necessary to communicate effectively and deliver presentations with clarity and impact.

Section – A (CO-3) # Attempt both the questions # 30 Marks

Q.1 : Attempt any **SIX** questions (Short Answer Type). Each question is of two marks. (2 x 6 = 12 Marks)

- a) Define Assimilation.
- b) Describe Deductive method of writing.
- c) Discuss the purpose of writing a claim letter.
- d) Mention some key points to draft a productive sales letter.
- e) Briefly discuss some tips to write an effective meeting agenda.
- f) Mention some features of a good notice.
- g) Define the term MoM.

Q.2 : Attempt any **THREE** questions (Medium Answer Type). Each question is of 6 marks. (3 x 6 = 18 Marks)

- a) Explain different steps involved in the process of reading.
- b) Define a paragraph. What are the devices for developing a paragraph? Write briefly.
- c) What are the qualities of a sales letter? Support your answer with an example.
- d) Describe the various steps involved in writing a meeting agenda.
- e) What is a notice? Write its format.

Section – B (CO-4) # Attempt both the questions # 30 Marks

Q.3 : Attempt any **SIX** questions (Short Answer Type). Each question is of two marks. (2 x 6 = 12 Marks)

- a) Describe principals of interpersonal communication.
- b) Describe Impromptu method of speech delivery .
- c) Describe essential elements of individual speaking.
- d) Describe Kinesics and Chronemics.
- e) What is the role of body language in making the oral presentation effective?
- f) Discuss the importance of eye contact in a theme presentation.
- g) Ascertain the need for understanding audience and locale for a successful presentation.

Q.4 : Attempt any **THREE** questions (Medium Answer Type). Each question is of 6 marks. (3 x 6 = 18 Marks)

- a) Explain interpersonal communication in detail.
- b) Why do you think confidence, clarity and fluency are instrumental for effective public speaking?
- c) Evaluate public speaking and its approaches and styles.
- d) Describe the paralinguistic features of voice dynamics.
- e) Explain what is presentation and construct its various methods.

B.TECH
(SEM I) THEORY EXAMINATION 2022-23
SOFT SKILLS

Total Marks: 70

Time: 3 Hours

Note: Attempt all Sections. If require any missing data, then choose suitably.

SECTION A

1. Attempt all questions in brief.

2 x 7 = 14

- (a) What do you mean by art of listening?
(b) Give Antonyms of the following:
(i) Cautious (ii) Crooked (iii) Optimist (iv) Generous
(c) What do you understand by the term "Ted Talk"?
(d) Add suffixes to the following: (i) Admit (ii) Consume
(e) What is Assimilation in reference to reading style?
(f) State the role of clarity and fluency in public speaking.
(g) What is stress management?

SECTION B

2. Attempt any three of the following:

7 x 3 = 21

- (a) Answer briefly with suitable example:
(i) Compound Sentence
(ii) Prefix and Suffix
(iii) Homonyms
(b) What is active listening? Describe the traits of a good listener.
(c) Write a note on reading style while explaining Skimming and Churning.
(d) Explore the nuances & methods of speech delivery in presentation.
(e) Write a note on 4A's techniques of stress management.

SECTION C

3. Attempt any one part of the following:

7 x 1 = 7

- (a) Do as instructed:
(i) He confessed that he was guilty. (into Simple sentence)
(ii) On hearing the news, he was glad. (into Complex sentence)
(iii) Make haste so as not to be late. (into Compound sentence)
(iv) It was cloudy, therefore we went by car. (into Complex sentence)
(v) Being sick, I went to the doctor (into Compound sentence)
(vi) As Balu reached his office, he realized that he had forgotten his files. (into Simple sentence)
(vii) It was very cold, so I wore a sweater. (into Complex sentence)
(b) Give meaning of following homophones and use them in sentences:
1. Allusion, Illusion 2. Stationary, Stationery
(c) Give synonyms of the given words:
1. Deny 2. Cease 3. Awful 4. Timid

4. Attempt any one part of the following:

7 x 1 = 7

- (a) Elucidate the techniques of note taking.
(b) What is pronunciation? Elaborate the speaking style in your own words.

5. Attempt any one part of the following:

7 x 1 = 7

- (a) Write a paragraph on deductive method and underline the topic sentence.
(b) Distinguish between Agenda of the meeting and Minutes of meeting with example.

6. Attempt any one part of the following:

7 x 1 = 7

- (a) Discuss the merits and demerits of oral communication.
(b) What is the role of Kinestics (Body language) in oral communication. specify clearly.

7. Attempt any one part of the following:

7 x 1 = 7

- (a) What do you understand by leadership? Explain the qualities of a good leader.
(b) Elucidate the importance of Listening and Responding at workplace.

25/2/22
OC-1-OC-13



MEERUT INSTITUTE OF ENGINEERING AND TECHNOLOGY

NH-58, Delhi-Roorkee Highway, Baghpat Road, Meerut - 250 005 U.P.

Pre University Test (PUT) : Odd Semester 2022-23

Roll No. :

Course/Branch : B. Tech (OC1-OC14)
 Subject Name : SOFT SKILLS
 Subject Code : BAS105
 Semester : I
 Max. Marks : 100
 Time : 180 min

- CO-1 : On completion of this course, the student will be able to understand the concept of sentence formation and usefulness of enriched vocabulary so as to write well in English language.
- CO-2 : On completion of this course, the student will be able to apply their skills of active listening and fundamental inputs of speaking skills on professional grounds.
- CO-3 : On completion of this course, the student will be able to read the documents correctly and write clear and well structured official and business documents.
- CO-4 : On completion of this course, the student will be able to acquire the skills necessary to deliver impactful presentations by being honed up in presentation skills and voice-dynamics so as to communicate effectively.
- CO-5 : On completion of this course, the student will be able to equip themselves with workplace skills necessary to be a successful professional.

Section - A # 20 Marks (Short Answer Type Questions)

Q.1 Attempt ALL the questions. Each Question is of 2 marks (10 x 2 = 20 marks)

Q. No.	COx	Question Description # Attempt ALL the questions. Each Question is of 2 marks
1	CO1	Define a Complex sentence with example.
	CO1	Do as directed: a) Throwing off his shirt, he plunged in to the pool. (Compound) b) He as well as you — tired of work. (is/are)
	CO2	Describe some tips to master the art of listening?
	CO2	Describe some ways to use TED Talks.
	CO3	What are credit letters? How are they written?
	CO3	What are the five key steps to write a meeting agenda?
	CO4	Does silence fall under the umbrella of paralanguage?
	CO4	Describe in brief stress and intonation.
	CO5	What do you mean by "Time Management"?
	CO5	What is the importance of listening and responding?

Section - B # 30 Marks (Long / Medium Answer Type Questions)

Attempt ALL the questions. Each Question is of 6 marks (5 x 6 = 30 marks)

Q.2 (CO-1): Discuss the concept of transformation of sentences in detail.

OR

Write any four rules of word formation and give four examples of each.

Q.3 (CO-2): Discuss various types of listening.

OR

Discuss various modes/methods of speaking.

Q.4 (CO-3): Define a paragraph. Discuss the structure of a paragraph in detail.

OR

What do you mean by a letter of claim? Write a claim letter to the supplier of computer systems based at Noida to compensate the loss to 30 computer systems in the transit. Invent necessary details.

Q.8 (CO-4): Describe in detail the concept of Kinesics, Chronemics and Proxemics.

OR

What are the paralinguistic features of Voice Dynamics? Distinguish Voice Modulation from Tone Modulation their uses in speech delivery.

Q.9 (CO-5): Write the applications of four A's to reduce stress.

OR

How do you think communication at work facilitates your career growth and helps in maintaining good work as well?

Section - C # 50 Marks (Medium / Long Answer Type Questions)

Attempt ALL the questions. Each Question is of 10 marks.

Q.7 (CO-1): Attempt any ONE question. Each question is of 10 marks.

- a. Define the term "Subject-Verb Agreement". Write all its general rules with examples.
- b. Word formation is the creation of a new word using different processes. Delineate some such process which can be adopted for word formation.

Q.8 (CO-2): Attempt any ONE question. Each question is of 10 marks.

- a. Describe Listening and Note taking. Write some key ways of listening effectively and taking notes.
- b. Define i) Pronunciation ii) Articulation. Differentiate between Articulation and Pronunciation.

Q.9 (CO-3): Attempt any TWO questions. Each question is of 5 marks.

- a. Good luck Electronics ordered for thirty air conditioners to ABC Company Ltd. But on arrival of the consignment, the purchase manager found complaints in at least twelve of them. As purchase manager of Good luck Electronics, write a complaint letter to manager ABC Company Ltd., suggesting the adjustments to be sought.
- b. An agenda is a list of individual items that ensures that the meeting achieves its broad aims. Write an agenda for a sales meeting and write the minutes of meeting as well.
- c. Write a notice notifying your society members about a blood donation camp that is going to be organized in your society as the society president.

Q.10 (CO-4): Attempt any TWO questions. Each question is of 5 marks.

- a. Define interpersonal communication. Explain interpersonal communication in detail.
- b. Evaluate public speaking and its approaches and styles.
- c. What is presentation and construct its various methods.

Q.11 (CO-5): Attempt any ONE question. Each question is of 10 marks.

- a. Explain the qualities of a leader in detail.
- b. Describe any five communication skills essential for leaders.