

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

**Time: 3 Hours****Total Marks: 70****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) i) Give meaning of following homophones and use them in sentences:  
1. Allusion, Illusion 2. Stationary, Stationery  
ii) 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 Kinesics (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.