ABES ENGINEERING COLLEGE, GHAZIABAD

Department of Mechanical Engineering

Soft Skills (BAS 205)

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| **QUESTION BANK (UNIT-2) Unit 2** | |
| **Topic** | **Applied Grammar and Usage** |
| **Course** | **B. Tech** |
| **Semester** | **2** |

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| **Q. NO.** | **Short Answer Type Questions:-** |
| 1. | Describe Appreciative Listening. |
| 2. | State three levels of stress and give examples |
| 3. | State two traits of a good speaker. |
| 4. | ‘Listening involves sensing and filtering of heard sounds.’ Comment. |
| 5. | What are the components of Communication? |
| 6. | What are Passive skills and active skills? |
| 7. | What is the importance of listening? |
| 8. | Define empathetic listening. |
| 9. | Define critical listening. |
| 10. | Define Comprehensive listening. |
| **Q. NO.** | **Long Answer Type Questions** |
| 11. | With the help of suitable flow chart explain the process of Listening. |
| 12. | Differentiate between Active and Passive Listening. |
| 13. | The most basic of all human needs is the need to understand and be understood. The best way to understand people is to listen to them.” In the light of the given statement explain the ten principles of listening. |
| 14. | “Speech is power. Speech is to persuade, to convert, to compel.” In the light of the given statement explain the nuances of delivery. |
| 15. | Enumerate the elements of good speaking with suitable examples |
| 16. | What is a Word Stress? Explain different types of Word Stress with suitable examples. |
| 17. | Differentiate between Hearing and Listening. |
| 18. | Explain how the art of Effective Note-taking relies on Effective Listening. |
| 19. | All speaking is public speaking, whether it’s to one person or a thousand. In the light of the above statement, Enumerate the methods of public speaking and discuss its advantages and disadvantages. |
| 20. | State the guidelines of Effective Speaking. Explain with examples. |

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