

# **AJAY KUMAR GARG ENGINEERING COLLEGE, GHAZIABAD** **DEPARTMENT OF APPLIED SCIENCES & HUMANITIES** Sessional Test 2

Program: B.Tech.  
 Session: 2024-25  
 Subject: SOFT SKILLS  
 Max. : Marks: 50

Semester: I  
 Section: S11-S20  
 Subject Code: BAS 105  
 Time: 2 Hours

**OBE Remarks:**

Q.No	1	2	3	4	5	6	7	8	9	10	11	12
CO No.	CO2	CO2	CO3	CO3	CO3	CO2	CO2	CO2	CO3	CO3	CO2	CO3
Bloom's Level* (L1 to L6)	L5	L2	L1	L2	L2	L1	L4	L5	L4	L6	L1	L6
Weightage CO2: 26.5						Weightage CO3: 23.5						

\*Bloom's Level: L1: Remember, L2: Understand, L3: Apply, L4: Analyze, L5: Evaluate, L6: Create

**Note: Answer all the sections.**

## **Section-A**

(2\*5=10)

1. Differentiate between active and passive listening.
2. What is a Syllable? Briefly explain with examples.
3. Tell about the tools of emphasis in writing.
4. What is the significance of minutes of meeting?
5. What is Spatial method of writing?

## **Section-B**


(5\*5=25)

6. A non-native speaker of English language has to follow certain etiquettes also to improve pronunciation, justify this statement with examples.
7. Discuss four different types of speaking styles and their merits & demerits.
8. Enumerate upon the role of TED talk audios in effective listening.
9. Differentiate between skimming and scanning methods of reading.
10. Draft an inquiry letter for the purchase of superior quality sound system from HCL Electronics Pvt. Ltd. Invent necessary details yourself.

## **Section-C**

(7.5\*2=15)

11. Explain the different types of content sequencing methods along with their merits.
12. Draft the minutes of a meeting for organizing a Cultural event in ABC Institutions. Invent all necessary details yourself.

  
 Faculty Sign

  
 HoD Sign