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BTECH
(SEM II) THEORY EXAMINATION 2024-25
SOFT SKILLS

TIME: 3 HRS**M.MARKS: 70****Note:** Attempt all Sections. In case of any missing data; choose suitably.**SECTION A****1. Attempt all questions in brief.****02 x 7 = 14**

Q no.	Question	CO	Level
a.	Give antonyms of the following: (i) Generous (ii) Optimistic (iii) Gratify (iv) Reluctant निम्नलिखित के विलोम शब्द दीजिए: (i) उदार (ii) आशावादी (iii) संतुष्ट (iv) अनिच्छुक	1	K1
b.	What is a syllable? सिलेबल किसे कहते हैं?	2	K1
c.	Define inductive method and deductive method. Explain with examples. आगमनात्मक (Inductive) विधि और निगमनात्मक (Deductive) विधि को परिभाषित कीजिए। उदाहरण सहित समझाइए।	3	K2
d.	Mention two methods to overcome nervousness during presentation delivery. प्रस्तुति (Presentation) के दौरान घबराहट को दूर करने के दो तरीके बताइए।	4	K2
e.	What is resilience? रिज़िलिएंस क्या है?	5	K1
f.	Explain the purposes of intensive reading and extensive reading with examples. गहन पठन (Intensive Reading) और व्यापक पठन (Extensive Reading) के उद्देश्यों को उदाहरण सहित समझाइए।	3	K3
g.	Analyze how eustress and distress differently affect an individual's performance. विश्लेषण कीजिए कि यूस्ट्रेस (Eustress) और डिस्ट्रेस (Distress) व्यक्ति के प्रदर्शन को किस प्रकार भिन्न रूप से प्रभावित करते हैं।	5	K4

SECTION B**2. Attempt any three of the following:****07 x 3 = 21**

Q no.	Question	CO	Level
a.	What is subject-verb agreement? Discuss the rules of subject-verb agreement with suitable examples. कर्ता-क्रिया (Subject-Verb) समझौता क्या है? उदाहरण सहित कर्ता-क्रिया समझौता के नियमों पर चर्चा कीजिए।	1	K2
b.	Critically evaluate how the qualities of a good listener contribute to effective communication. एक अच्छे श्रोता के गुण प्रभावी संप्रेषण में किस प्रकार योगदान करते हैं, इसका समालोचनात्मक मूल्यांकन कीजिए।	2	K5
c.	Discuss how an accurate agenda, notice, and minutes contribute to the success of an organizational meeting. एक सटीक एजेंडा, नोटिस, और मिनिट्स किस प्रकार किसी संगठनात्मक बैठक की सफलता	3	K4



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	में योगदान देते हैं, इस पर चर्चा कीजिए।		
d.	Explain how you would apply different modes of speech delivery in various speaking situations, highlighting their advantages and disadvantages. विभिन्न बोलने की परिस्थितियों में आप स्पीच डिलीवरी के विभिन्न प्रकारों (Modes of Speech Delivery) को कैसे लागू करेंगे, उनके लाभ और सीमाओं को स्पष्ट करते हुए वर्णन कीजिए।	4	K3
e.	Define leadership and evaluate how leadership qualities contribute to long-term professional success and organizational growth. नेतृत्व को परिभाषित कीजिए तथा नेतृत्व गुण किस प्रकार दीर्घकालिक पेशेवर सफलता (Long-term Professional Success) और संगठनात्मक विकास (Organizational Growth) में योगदान करते हैं, इसका मूल्यांकन कीजिए।	5	K5

SECTION C**3. Attempt any one part of the following:****07 x 1 = 07**

Qno.	Question	CO	Level
a.	What is word formation? Analyze how various word formation processes contribute to the growth and richness of the English vocabulary. शब्द निर्माण क्या है? विश्लेषण कीजिए कि विभिन्न शब्द निर्माण प्रक्रियाएँ अंग्रेज़ी शब्दावली के विकास और समृद्धि में किस प्रकार योगदान करती हैं।	1	K4
b.	(i) Do as directed: (a) I was too tired to do any more work. (Simple into Compound Sentence) (b) It was very cold, so I wore a sweater. (Compound into Complex Sentence) (c) He is working relentlessly to finish the work. (Simple into Complex Sentence) (i) निर्देशानुसार कीजिए। (a) I was too tired to do any more work. (सरल वाक्य से संयुक्त वाक्य) (b) It was very cold, so I wore a sweater. (संयुक्त वाक्य से मिश्रित वाक्य) (c) He is working relentlessly to finish the work. (सरल वाक्य से मिश्रित वाक्य) (ii) Select the verb that agrees with the subject. (d) Neither the cat nor the dogs _____ (like/likes) water. (e) The sun, along with the stars, _____ (illuminate / illuminates) the night sky. (ii) कर्ता से मेल खाती हुई क्रिया चुनिए। (d) Neither the cat nor the dogs _____ (like/likes) water. (e) The sun, along with the stars, _____ (illuminate / illuminates) the night sky. (iii) Fill in the blanks with the correct form of words by adding appropriate prefixes or suffixes. (f) It is _____ to drive without a seatbelt. (legal) (g) The manager found the employee's work to be quite _____. (satisfy)	1	K3



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<p>(iii) रिक्त स्थानों को उपयुक्त उपसर्ग (prefixes) या प्रत्यय (suffixes) जोड़कर सही शब्द रूप से भरें।</p> <p>(f) It is _____ to drive without a seatbelt. (legal)</p> <p>(g) The manager found the employee's work to be quite _____. (satisfy)</p>		
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4. Attempt any one part of the following:**07 x 1 = 07**

Qno.	Question	CO	Level
a.	Define note-taking and explain various methods of note-taking with their advantages. नोट-टेकिंग को परिभाषित कीजिए तथा इसकी विभिन्न विधियों को उनके लाभ सहित समझाइए।	2	K2
b.	Explain how you would apply effective techniques to improve your English pronunciation for better communication. Also, describe how practicing key elements of pronunciation can enhance fluency. बेहतर संप्रेषण (Communication) के लिए अपने अंग्रेजी उच्चारण को सुधारने हेतु आप कौन-कौन से प्रभावी तकनीकों को अपनाएँगे, स्पष्ट कीजिए। साथ ही, उच्चारण के प्रमुख तत्वों का अभ्यास किस प्रकार प्रवाह को बढ़ा सकता है, उसका वर्णन कीजिए।	2	K3

5. Attempt any one part of the following:**07 x 1 = 07**

Qno.	Question	CO	Level
a.	Analyze how key principles of business letter writing contribute to its effectiveness in professional communication. बिजनेस लेटर लेखन के प्रमुख सिद्धांत किस प्रकार इसके प्रभावी पेशेवर संप्रेषण (Professional Communication) में योगदान करते हैं, इसका विश्लेषण कीजिए।	3	K4
b.	Explain the various purposes of reading and describe how skimming, scanning, churning, and assimilation can be used to enhance reading effectiveness. पठन के विभिन्न उद्देश्यों को स्पष्ट कीजिए तथा स्कimming, स्कैनिंग, चर्निंग, और असिमिलेशन को पठन प्रभावशीलता बढ़ाने में किस प्रकार प्रयोग किया जा सकता है, उसका वर्णन कीजिए।	3	K2

6. Attempt any one part of the following:**07 x 1 = 07**

Qno.	Question	CO	Level
a.	Define kinesics and explain its role in non-verbal communication. काइनेसिक्स को परिभाषित कीजिए तथा गैर-मौखिक संप्रेषण (Non-verbal Communication) में इसकी भूमिका स्पष्ट कीजिए।	4	K2
b.	Explain how you would apply confidence, clarity, and fluency to deliver an effective public speech. एक प्रभावी सार्वजनिक भाषण देने के लिए आप आत्मविश्वास, स्पष्टता, और प्रवाह को	4	K3



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	किस प्रकार लागू करेंगे, स्पष्ट कीजिए।		
7.	Attempt any <i>one</i> part of the following:	07 x 1 = 07	
Qno.	Question	CO	Level
a.	Analyze the impact of a leader's listening and responding skills on team performance. किसी नेता के सुनने और प्रतिक्रिया देने के कौशल का टीम प्रदर्शन पर क्या प्रभाव पड़ता है, विश्लेषण कीजिए।	5	K4
b.	Define stress and justify the use of the 4 A's technique as an effective method for managing stress and promoting mental well-being at the workplace. तनाव को परिभाषित कीजिए तथा तनाव प्रबंधन और कार्यस्थल पर मानसिक कल्याण को बढ़ावा देने के लिए 4 A's तकनीक के उपयोग को उचित ठहराइए।	5	K5



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Note: Attempt all Sections. In case of any missing data; choose suitably.
 नोट: सभी अनुभागों का प्रयास करें। यदि कोई डेटा छूट गया हो तो उचित विकल्प चुनें।

SECTION A**1. Attempt all questions in brief.****2 x 07 = 14**

Q no.	Question	C O	Level
a.	State the definition of Compound Sentence with an example. संयुक्त वाक्य की परिभाषा उदाहरण सहित बताइए।	1	K1
b.	Write an appropriate word: 1. Noun of safe, 2. Noun of Observe उपयुक्त शब्द लिखें: 1. Noun of safe, 2. Noun of Observe	1	K1
c.	State as directed in the bracket and use that word in a sentence: 1. Authentic (Give Antonym) 2. Compassion (Give Synonym) कोष्ठक में दिए गए निर्देशानुसार बताएं और उस शब्द का वाक्य में प्रयोग करें: 2. Authentic (Give Antonym) 2. Compassion (Give Synonym)	1	K3
d.	Give two differences between active and passive listening. सक्रिय और निष्क्रिय श्रवण में दो अंतर बताइए।	2	K2
e.	Elaborate the importance of an agenda in a formal meeting. औपचारिक बैठक में एजेंडा के महत्व पर विस्तार से प्रकाश डालें।	3	K2
f.	Describe the usage of right pauses in oral communication. मौखिक संचार में सही विराम के उपयोग का वर्णन करें।	4	K2
g.	Express any two objectives of co-operation at workplace. कार्यस्थल पर सहयोग के कोई दो उद्देश्य बताइए।	5	K2

SECTION B**2. Attempt any three of the following:****07 x 3 = 07**

a.	Explain methods used for formation of new words with examples. नये शब्दों के निर्माण के लिए प्रयुक्त विधियों को उदाहरण सहित समझाइये।	1	K2
b.	Examine types of listening along with the traits of a good listener. एक अच्छे श्रोता के गुणों के साथ-साथ सुनने के प्रकारों की भी जांच करें।	2	K3
c.	Describe styles applied in reading with the help of examples. उदाहरणों की सहायता से पढ़ने में प्रयुक्त शैलियों का वर्णन कीजिए।	3	K2
d.	Explore the strategies used for effective preparation and presentation in professorial environment. प्रोफेसरिय वातावरण में प्रभावी तैयारी और प्रस्तुति के लिए उपयोग की जाने वाली रणनीतियों का अन्वेषण करें।	4	K3
e.	Determine the application and importance of 4 A's in managing stress. तनाव प्रबंधन में 4 A के अनुप्रयोग और महत्व का निर्धारण करें।	5	K3

SECTION C**3. Attempt any one part of the following:****07 x 1 = 07**

a.	Modify the sentences as directed: निर्देशानुसार वाक्यों को संशोधित करें: 1) Being tired, he went to bed early.(simple to compound) 2) She practiced daily so that she could win the race.(complex to simple) 3) The boy is standing at the gate, and he is my friend.(compound to simple) 4) After they had finished the project, they submitted it to the manager.(complex to compound) 5) She is intelligent, and she is hardworking.(compound to simple) 6) As there was no delay, they started the journey.(complex to simple)	1	K3
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	7) As he was encouraged by his teacher, he participated in the competition.(complex to compound)		
b.	Complete the sentence using correct verb: सही क्रिया का प्रयोग करके वाक्य पूरा करें: 1. The dog and its owner _____ (enjoy/enjoys) morning walks. 2. My friends _____ (is/are) coming over for dinner tonight. 3. The cake _____ (need/needs) to be baked for 30 minutes. 4. Neither my father nor my brothers _____ (is/are) coming to the party. 5. Many of the students _____ (has/have) already completed the assignment. 6. The manager and the employees _____ (was/were) upset about the recent changes. 7. The team _____ (is/are) working on the new project.	1	K3

4. Attempt any one part of the following:**07 x 1 = 07**

a.	<i>Note-taking helps one to concentrate and listen effectively. With reference to the quotation, Figure out the utility of note taking for any listener.</i> नोट लेने से ध्यान केंद्रित करने और प्रभावी ढंग से सुनने में मदद मिलती है। उद्धरण के संदर्भ में, किसी भी श्रोता के लिए नोट लेने की उपयोगिता का पता लगाएँ।	2	K4
b.	Examine the sequencing of content in motivational speaking style. प्रेरक भाषण शैली में विषय-वस्तु के अनुक्रम की जांच करें।	2	K4

5. Attempt any one part of the following:**07 x 1 = 07**

a.	Demonstrate effective writing tools and methods used in everyday life. रोजमर्रा की जिंदगी में इस्तेमाल होने वाले प्रभावी लेखन उपकरणों और विधियों का प्रदर्शन करें।	3	K3
b.	Prepare a letter to your bank requesting the cancellation of a cheque you issued earlier. Invent the necessary details by your own. अपने बैंक को एक पत्र तैयार करें जिसमें आपके द्वारा पहले जारी किए गए चेक को रद्द करने का अनुरोध किया गया हो। आवश्यक विवरण स्वयं तैयार करें।	3	K3

6. Attempt any one part of the following:**07 x 1 = 07**

a.	Explore the utility of elements of <i>proxemics</i> and <i>chronemics</i> in interpersonal communication. पारस्परिक संचार में प्रॉक्सिमिक्स और क्रोनोमिक्स के तत्वों की उपयोगिता का अन्वेषण करें।	4	K4
b.	Demonstrate difference between public speaking and individual speaking. सार्वजनिक भाषण और व्यक्तिगत भाषण के बीच अंतर को प्रदर्शित करें।	4	K4

7. Attempt any one part of the following:**07 x 1 = 07**

a.	Express the qualities of a good leader with emphasis on importance of effective communication. प्रभावी संचार के महत्व पर जोर देते हुए एक अच्छे नेता के गुणों को व्यक्त करें।	5	K4
b.	Investigate the conditions affecting mental health and discuss its importance of good mental health at workplace. मानसिक स्वास्थ्य को प्रभावित करने वाली स्थितियों की जांच करें और कार्यस्थल पर अच्छे मानसिक स्वास्थ्य के महत्व पर चर्चा करें।	5	K4



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TIME: 3 HRS**M.MARKS: 70****Note:** 1. Attempt all Sections. If require any missing data; then choose suitably.**SECTION A****1. Attempt all questions in brief.****2 x 7 = 14**

Q no.	Question	Marks	CO
a.	Give appropriate word as directed: 1. Enormous (Give Synonym) 2. Initiate (Give Antonym) 1. Enormous (पर्यायवाची दीजिए) 2. Initiate (विलोम शब्द दीजिए)	2	1
b.	Change as directed: निर्देशानुसार बदलें: 1. Quick (Make adverb using Suffix) 2. Communicate (Make Noun using Suffix) 1. Glory (प्रत्यय का प्रयोग करके क्रियाविशेषण बनाएं) 2. Communicate (प्रत्यय का प्रयोग करके संज्ञा बनाएं)	2	1
c.	Differentiate the followings: निम्नलिखित में अंतर करें: 1. There 2. Their	2	1
d.	Interpret the meaning of TED talk. TED टॉक का अर्थ समझाइये।	2	2
e.	Differentiate intensive and extensive reading. गहन और व्यापक पढ़ने में अंतर करें।	2	3
f.	Explore the importance of paralinguistics in communication. संचार में पारभाषा विज्ञान के महत्व का अन्वेषण करें।	2	4
g.	Describe the meaning Eustress and Distress. यूस्ट्रेस और डिस्ट्रेस का अर्थ बताएं।	2	5

SECTION B**2. Attempt any three of the following:****7 x 3 = 21**

a.	Write any seven rules of subject verb agreement with the help of an example for each rule. प्रत्येक नियम के लिए एक उदाहरण की सहायता से विषय क्रिया समझौते के कोई सात नियम लिखिए।	7	1
b.	Discuss the seven types of listening. श्रवण के सात प्रकारों की चर्चा करें।	7	2
c.	Explore various devices of creating coherence and emphasis in writing. लेखन में सामंजस्य और जोर पैदा करने के विभिन्न उपकरणों का अन्वेषण करें।	7	3
d.	Illustrate seven features of body language. शारीरिक भाषा की सात विशेषताओं का वर्णन करें।	7	4
e.	'Listening is different from hearing.' Explain with seven points. 'Listening hearing से भिन्न है।' सात बिंदुओं के साथ समझाइए।	7	5

SECTION C**3. Attempt any one part of the following:****7 x 1 = 7**

a.	Explain the types of sentences with example for each type. प्रत्येक प्रकार के वाक्यों के प्रकारों को उदाहरण सहित समझाइये।	7	1
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BTECH
(SEM II) THEORY EXAMINATION 2023-24
SOFT SKILLS

TIME: 3 HRS**M.MARKS: 70**

b.	Evaluate compounding, functional conversion, and affixation methods of word formation with examples. शब्द निर्माण की संयोजन, कार्यात्मक रूपांतरण और प्रत्यय विधियों का उदाहरण सहित मूल्यांकन करें।	7	1
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4. Attempt any one part of the following:**7 x 1 = 7**

a.	Explore the importance of note taking in effective listening. प्रभावी ढंग से सुनने में नोट्स लेने के महत्व का अन्वेषण करें।	7	2
b.	Justify the method of content sequencing in speaking. बोलने में सामग्री अनुक्रमण की विधि का औचित्य सिद्ध करें।	7	2

5. Attempt any one part of the following:**7 x 1 = 7**

a.	Draft a Notice for the annual fest to be organized in your institution and motivate the students to participate. Create necessary details by yourself. अपने संस्थान में आयोजित होने वाले वार्षिक उत्सव के लिए एक सूचना का मसौदा तैयार करें और छात्रों को भाग लेने के लिए प्रेरित करें। आवश्यक विवरण स्वयं बनाएं।	7	3
b.	Prepare a letter of recommendation from the HOD of your institution for getting an internship in a company. Create necessary details by yourself. किसी कंपनी में इंटरनशिप पाने के लिए अपने संस्थान के एचओडी से अनुशंसा पत्र तैयार करें। आवश्यक विवरण स्वयं बनाएं।	7	3

6. Attempt any one part of the following:**7 x 1 = 7**

a.	Justify the importance of various mode of delivering speech. भाषण देने के विभिन्न तरीकों के महत्व को स्पष्ट करें।	7	4
b.	Explore the importance of audio-visual aids in delivering a presentation effectively. किसी प्रस्तुति को प्रभावी ढंग से प्रस्तुत करने में दृश्य-श्रव्य सहायता के महत्व का अन्वेषण करें।	7	4

7. Attempt any one part of the following:**7 x 1 = 7**

a.	Evaluate avoid and alter techniques of stress management. तनाव प्रबंधन की तकनीकों से बचने और उन्हें बदलने का मूल्यांकन करें।	7	5
b.	Explain the qualities of a good leader. एक अच्छे नेता के गुण बताइये।	7	5



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BTECH
(SEM I) THEORY EXAMINATION 2023-24
SOFT SKILLS

TIME: 3HRS**M.MARKS: 70**

Note: 1. Attempt all Sections. If require any missing data; then choose suitably.

SECTION A**1. Attempt all questions in brief.****2 x 7 = 14**

Q no.	Question	Marks	CO
a.	Give appropriate word as directed and use that word in a sentence: 1. Fragile (Give Antonym) 2. Niche (Give Synonym)	2	1
b.	Change as directed and use that word in a sentence: 1. List (Change in Verb using Prefix) 2. Courage (Change in Adverb using Suffix)	2	1
c.	Differentiate the followings and make sentence: 1. Heir 2. Hare	2	1
d.	Distinguish listening from hearing.	2	2
e.	Differentiate skimming and scanning reading styles.	2	3
f.	Explore the concept of body language in communication.	2	4
g.	Describe the meaning of mental health.	2	5

SECTION B**2. Attempt any three of the following:****7 x 3 = 21**

a.	Select appropriate word for subject verb agreement: 1. The politician and statesmanno more. (is/are) 2. The mother along with her childrenwaiting for the bus. (is/are) 3. Gold and silver precious metals. (is/are) 4. The leader as well as his followers arrested. (was/were) 5. Where they have gone a mystery. (is/are) 6. Neither Rahul nor his brothers French. (speak/speaks) 7. Being able to speak several languages an advantage. (is/are)	7	1
b.	Discuss the traits of a good listener.	7	2
c.	Explore various paragraph construction methods.	7	3
d.	Illustrate the benefits of effective oral communication.	7	4
e.	'Listening and responding are closely related terms.' Explain.	7	5

SECTION C**3. Attempt any one part of the following:****7 x 1 = 7**

a.	Change as directed: 1. Tell me the truth. (Complex Sentence) 2. He went to the doctor because he was sick. (Simple Sentence) 3. He is a speaker who is very confident. (Simple Sentence) 4. He saw a pathetic scene. (Complex Sentence) 5. I believe that he is innocent. (Simple Sentence) 6. In spite of his riches he is unhappy. (Compound Sentence) 7. He acted as a wise man does. (Simple Sentence)	7	1
b.	Evaluate various word formation methods.	7	1



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BTECH
(SEM I) THEORY EXAMINATION 2023-24
SOFT SKILLS

TIME: 3HRS**M.MARKS: 70****4. Attempt any *one* part of the following:****7 x 1 = 7**

a.	Explore two modes and five types of listening.	7	2
b.	Justify the importance of content sequencing in speaking style.	7	2

5. Attempt any *one* part of the following:**7 x 1 = 7**

a.	Draft an aligning notice and agenda for the annual meeting of a company. Create necessary details by yourself.	7	3
b.	Prepare a recommendation letter for internship of behalf of your institution for a company. Create necessary details by yourself.	7	3

6. Attempt any *one* part of the following:**7 x 1 = 7**

a.	Confidence, clarity, and fluency make your public speech effective.' Justify.	7	4
b.	Explore various presentation strategies to make your presentation effective.	7	4

7. Attempt any *one* part of the following:**7 x 1 = 7**

a.	'A leader is not a searcher for consensus but a molder of consensus by his/her qualities.' Explain.	7	5
b.	'4 As can help you manage stress at workplace.' Evaluate the statement.	7	5

B.TECH
(SEM II) 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) Construct two words using the prefix 'il'.
- (b) Write one antonym and one synonym of the word 'native'.
- (c) Enumerate the importance of Word Stress in English language.
- (d) Establish the importance of fluency as a technique for effective communication.
- (e) Discuss the relevance of a 'Notice' in business communication.
- (f) Explain why confidence is considered as an important element in public speaking.
- (g) Describe how an individual can overcome work related stress.

SECTION B

2. Attempt any three of the following: 7 x 3 = 21

- (a) Explain the relevance of Subject Verb Agreement in English grammar by highlighting different the rules.
- (b) Explain in detail the various patterns of Content sequencing.
- (c) Identify are the various components that are required to make a paragraph meaningful?
- (d) Differentiate between 'verbal' and 'non-verbal' communication by mentioning the various components and also providing one example each.
- (e) Discuss the qualities and traits of a leader. Elaborate your answer by providing examples with each trait.

SECTION C

3. Attempt any one part of the following: 7 x 1 = 7

- (a) Illustrate the concept of 'word formation' focusing on the ways of forming new words.
- (b) Construct **two words** each with the given root words:
 - (i) Anti
 - (ii) Cent
 - (iii) Mal
 - (iv) Poly
 - (v) Aud
 - (vi) Omni
 - (vii) Intra

4. Attempt any one part of the following: 7 x 1 = 7

- (a) Classify the various ways to enhance listening skills.
- (b) Examine the major differences between listening and hearing.

5. **Attempt any *one* part of the following:** **7 x 1 = 7**
- (a) Discuss the various methods of writing a paragraph. Support your answer with relevant examples.
 - (b) Articulate the characteristics of effective writing.
6. **Attempt any *one* part of the following:** **7 x 1 = 7**
- (a) Vocabulary plays an important role for effective speaking. Highlight the significance of vocabulary for effective and impactful communication.
 - (b) Establish the significance of audience analysis while preparing for a presentation.
7. **Attempt any *one* part of the following:** **7 x 1 = 7**
- .a) Illustrate the ways in which a leader is responsible for the growth of his team members and the organization.
 - (b) Describe the physical, psychological and behavioural symptoms of stress and their effects.

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**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.