

# SHAMBHUNATH INSTITUTE OF ENGINEERING AND TECHNOLOGY

Subject Code: BAS105

Subject: Soft Skills

Course: B. Tech.

Semester: 1<sup>st</sup>

Sections: A, B, E

Branch: ALL

## SECOND SESSIONAL EXAMINATION, ODD SEMESTER (2022-2023)

Time – 2 hrs.

Maximum Marks – 45

### SECTION – A

1. Attempt ALL questions in brief.

Q N	QUESTION	Marks	CO	BL
a.	How is active listening different from passive listening?	2	CO2	3
b.	What is critical listening? Explain with a proper example.	2	CO2	2
c.	What is “churning”? Give example.	2	CO3	2
d.	How punctuation is important in writing effectively?	2	CO3	3
e.	What are the qualities of a good leader?	2	CO5	2
f.	What is Stress? How to cope with it?	2	CO5	2

### SECTION - B

2. Attempt any ONE part of the following:

Q N	QUESTION	Marks	CO	BL
a.	What do you understand by “modes of listening”? Explain its various types with suitable examples.	5	CO2	2
b.	Describe various note taking strategies to get maximum out of any TED Talk.	5	CO2	2

3. Attempt any ONE part of the following:

Q N	QUESTION	Marks	CO	BL
a.	What are the other stages of reading before “assimilation”? Describe in detail.	5	CO3	2
b.	What are the various tools for effective writing?	5	CO3	2

4. Attempt any ONE part of the following:

Q N	QUESTION	Marks	CO	BL
a.	What are the various Stress managing skills and how are they useful?	5	CO5	3
b.	What is leadership? How does this quality help in career development?	5	CO5	3

### SECTION - C

5. Attempt any ONE part of the following:

Q N	QUESTION	Marks	CO	BL
a.	How does “intonation” impact the speech? How is it helpful in delivering the message clearly to the audience?	6	CO2	3
b.	What is content and sequencing? Which sequencing will be useful in making project plans, demonstrations etc. Elaborate.	6	CO2	3

6. Attempt any ONE part of the following:

Q N	QUESTION	Marks	CO	BL
a.	What is a formal letter? How is it different from a Business letter? Explain by making a sample of it.	6	CO3	3
b.	Differentiate between Agenda and Meeting Minutes.	6	CO3	2

7. Attempt any ONE part of the following:

Q N	QUESTION	Marks	CO	BL
a.	How are communication skills essential for good leadership?	6	CO5	3
b.	What is mental health? How bad mental health negatively affects your work and life?	6	CO5	3