

**SHAMBHUNATH INSTITUTE OF ENGINEERING AND TECHNOLOGY**

Subject Code: BAS-105

Subject: SOFT SKILLS

Course: B.Tech.

SEMESTER: 1<sup>st</sup>

**SECOND SESSIONAL EXAMINATION, ODD SEMESTER, (2024-2025)**

**Branch: All Branches**

Time –2hr.

**Maximum Marks – 45**

**1. Attempt any *FIVE* of the following:**

Q N	QUESTION	Marks	CO	BL
a.	Differentiate between skimming and scanning?	2	CO3	3
b.	What is Formal letter? Write its structure	2	CO3	2
c.	What is “churning”? Give an example.	2	CO3	2
d.	How is punctuation important in writing effectively?	2	CO3	3
e.	What are the qualities of a good leader?	2	CO5	2
f.	What do you mean by Extempore?	2	CO4	2

**2. Attempt any *ONE* of the following:**

Q N	QUESTION	Marks	CO	BL
a.	What is reading? How many types of reading are there? Discuss along with suitable examples.	5	CO3	2
b.	How we can plan and prepare for an effective presentation? What is the role of audience and locale in presentation?	5	CO4	2
c.	What are different qualities required for a good leader? Discuss the role of communication, considerateness and empathy for being a good leader.	5	CO5	3

**3. Attempt any *FIVE* of the following:**

Q N	QUESTION	Marks	CO	BL
a.	Define the term Stress?	2	CO5	1
b.	What is an AGENDA?	2	CO3	2
c.	How does communication help in Business?	2	CO4	2
d.	How is <del>punctuation</del> <i>descriptiveness</i> important in writing effectively?	2	CO3	3
e.	What are the qualities of a good leader?	2	CO5	2
f.	What is Chronomics? What is the role of Chronomics in life?	2	CO4	2



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4. Attempt any **ONE** 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.	Describe the types of writing Pattern?	5	CO3	2
c.	What is Oral communication? Discuss its advantages and disadvantages.	5	CO4	2

5. Attempt any **FIVE** of the following:

Q N	QUESTION	Marks	CO	BL
a.	How stress can disturb our mental health?	2	CO5	3
b.	What do you mean by Leadership?	2	CO5	2
c.	What is Manuscript Speech? Give an example.	2	CO4	2
d.	How Impromptu Speech is different from Extempore Speech?	2	CO4	3
e.	What is Mental Health?	2	CO5	2
f.	What is Inductive and Deductive method of writing?	2	CO3	2

6. Attempt any **ONE** part of the following:

Q N	QUESTION	Marks	CO	BL
a.	What is Non verbal communication? Explain the types of Non verbal communication.	5	CO4	3
b.	Describe the Meeting Minutes. Importance of Meeting minutes and it's Format.	5	CO3	3
c.	What is Notice? Write a Notice for your college notice board inviting students to participate in an inter college singing competition.	5	CO3	2