

ABES Institute of Technology, Ghaziabad**Subject Code: BAS105****Subject Name: Soft Skills****Year - 1st, Branch-All**

IInd ASSIGNMENT (EVEN SEMESTER 2024-25)

[Time: 1 Hour]**[Total Marks: 10]****COURSE OUTCOMES**

CO	Statements
2	Demonstrate active listening with comprehension and the ability to write clear and well structured emails and proposals.
4	Acquire the skills necessary to communicate effectively and deliver presentations with clarity and impact.

(SET-A)**SECTION-A**

Q.1	Attempt any one Question. (1×1=1)	CO
a.	Differentiate between hearing and listening.	2
b.	What do you mean by Note taking?	3

SECTION-B

Q.2	Attempt two Questions. (2×3=6)	CO
a.	What can be the traits of a good Listener?	2
b.	How should one do the preparations for an effective Presentation?	2
c.	Write short note on the following- a. Passive listening b. Appreciative listening c. Biased listening	3

SECTION-C

Q.3	Attempt one Questions. (1×3=3)	CO
a.	“Listening is an art”. Explain	2
b.	Discuss Paralanguage.	3

(SET-B)**SECTION-A**

Q.1	Attempt any one Question. (1×1=1)	CO
a.	Define the role of pauses in Communication.	2
b.	How important is listening in Communication?	3

SECTION-B

Q.2	Attempt three Questions. (2×3=6)	CO
a.	What is the role of Body language in Presentation?	3
b.	Elucidate the techniques of note taking.	2
c.	Write short note on the following- a. Active listening b. Critical Listening c. Empathetic listening	3

SECTION-C

Q.3	Attempt one Questions. (1×3=3)	CO
a.	What do you mean by Proxemics.	3
b.	What are the essential stages of Listening.	2