

**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.

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