

# HI-Tech Institute of Engineering and Technology

## B.Tech-Ist Year Odd/EvenSem

Subject: SOFT SKILLS

Faculty Name: Ms. Naheed Praveen

Subject Code: BAS 105

Time : 3 Hours

Marks : 70

### Model Question Paper- 1

CO 1 Students will be enabled to understand the correct usage of grammar.
CO 2 Students will be able to converse well with effective speaking and listening skills in English.
CO 3 Students will be able to create substantial base by the formation of strong professional vocabulary for its application at different platforms and through numerous modes as Comprehension, reading and writing.
CO 4. Student s will be able to equip with basics of communication skills and will apply it for practical and oral purposes by being honed up in presentation skills and voice-dynamics
CO 5. Students will be able build up personal traits that will make the transition from institution to workplace smoother and help them to excel in their jobs.

#### SECTION-A

<b>Q.1</b>	<b>Attempt all parts</b>	<b>(7×2=14)</b>
a.	Give synonyms of 'Cajole', 'Candid', 'feign' and 'feeble'.	CO1
b.	Differentiate between Active and Passive Listening.	CO2
c.	Define deductive method of paragraph writing.	CO3
d.	What is Topic sentence?	CO3
e.	What is the importance of eye contact in a theme presentation?	CO4
f.	What do you mean by impromptu speech?	CO4
g.	Write the meaning of "Stress".	CO5

#### SECTION-B

<b>Q.2</b>	<b>Attempt any three parts</b>	<b>(3×7=21)</b>
a.	Give antonym of the following words and use them in your own sentences. 1. Tentative 2. Reward	CO1

	3. Capricious 4. Exhume 5. Fortitude	
b.	What is active listening? Explain the three A's and five steps of active listening in detail.	CO2
c.	Write a notice notifying your society members about a blood donation camp organized in your society as the society president.	CO3
d.	What is Kinesics? Describe all its components.	CO4
e.	How do you think communication at work place facilitates your career growth and helps in maintaining good relations at work place as well?	CO5

### SECTION-C

<b>Q.3</b>	<b>Attempt any one part</b>	<b>(1×7=7)</b>
------------	-----------------------------	----------------

a.	Define Prefix & Suffix with examples in detail.	CO1
b.	Do as instructed – (i) Write one synonym each of <b>baffled</b> and <b>shiny</b> . (ii) Write one antonym each of <b>arrogant</b> and <b>tardy</b> .	CO1

<b>Q.4</b>	<b>Attempt any one part</b>	<b>(1×7=7)</b>
------------	-----------------------------	----------------

a.	What is the purpose of listening in a conversation? Write the techniques to sustain interest in a conversation.	CO2
b.	Describe Ted Talk Audio Listening.	CO2

<b>Q.5</b>	<b>Attempt any one part</b>	<b>(1×7=7)</b>
------------	-----------------------------	----------------

a.	What do you understand by "Reading Comprehension"? Write the techniques to sustain interest in a conversation.	CO3
b.	What are the broader guidelines for drafting a letter of claim or complaint? Goodluck Electronics ordered for thirty Air- Conditioners to ABC Company Ltd. But on arrival of the consignment, the purchase manager found complaints in at least twelve of them. As purchase manager of Goodluck Electronics write a complaint letter to manager ABC Company Ltd, suggesting the adjustment you seek.	CO3

<b>Q.6</b>	<b>Attempt any one part</b>	<b>(1×7=7)</b>
------------	-----------------------------	----------------

a.	Write short notes on any two of the following : 1. Chronemics 2. Proxemics 3. Nuances of speech delivery.	CO4
b.	Evaluate public speaking and its approaches and styles.	CO4

<b>Q.7</b>	<b>Attempt any one part</b>	<b>(1×7=7)</b>
------------	-----------------------------	----------------

<b>a.</b>	Describe the leadership qualities with the help of integrity, values, self confidence and courage.	<b>C05</b>
<b>b.</b>	Describe 4 A's and their application in detail.	<b>C05</b>