

# 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- 2

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. Students 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>
<b>a.</b>	Transform the following sentences as directed – (i) All desire wealth. ( Compound ) (ii) No other metal is as useful as iron. ( Complex )	<b>CO1</b>
<b>b.</b>	State the difference between “Hearing” and “Listening.”	<b>CO2</b>
<b>c.</b>	What do you mean by letter of claim?	<b>CO3</b>
<b>d.</b>	What is Topic sentence?	<b>CO3</b>
<b>e.</b>	What is the normal rate of words spoken per minute and how it affects the speech flow?	<b>CO4</b>
<b>f.</b>	Inform about public speaking?	<b>CO4</b>
<b>g.</b>	Define stress management.	<b>CO5</b>

#### SECTION-B

<b>Q.2</b>	<b>Attempt any three parts</b>	<b>(3×7=21)</b>
<b>a.</b>	Give the meaning of following homophones and use them in your own words: (i) Coarse, Course	<b>CO1</b>

	(ii) Stationary, Stationery (iii) Berth, Birth (iv) Deceased, Diseased (v) Gate, Gait	
b.	What do you understand by "Reading Comprehension"? Discuss the techniques of reading comprehension.	CO2
c.	What are credit letters? How are they written?	CO3
d.	Describe the paralinguistic features of Voice-Dynamics.	CO4
e.	Explain the qualities of leader in detail.	CO5

### SECTION-C

**Q.3 Attempt any one part** (1×7=7)

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|----|---|-----|
| a. | Differentiate between Simple, Compound, & Complex sentences.  | CO1 |
| b. | What is word formation? Describe rules for framing new words. | CO1 |

**Q.4 Attempt any one part** (1×7=7)

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|----|---|-----|
| a. | Explain the methods of improving comprehension and listening skills? How do they add to effective speaking? | CO2 |
| b. | Define pronunciation in detail.   | CO2 |

**Q.5 Attempt any one part** (1×7=7)

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|----|--|-----|
| a. | What do you understand by "Reading Comprehension"? Write the techniques to sustain interest in a conversation. | CO3 |
| b. | Examine the methods of paragraph writing.  | CO3 |

**Q.6 Attempt any one part** (1×7=7)

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|----|---|-----|
| a. | Describe different modes of speech making. Differentiate between extemporaneous & impromptu speech. | CO4 |
| b. | Why do you think confidence, clarity and fluency are instrumental for effective public speaking?    | CO4 |

**Q.7 Attempt any one part** (1×7=7)

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|----|---|-----|
| a. | What do you understand by workplace skills? Explain the role of 4 A's in managing stress. | CO5 |
| b. | Why a leader should always be a good listener?  | CO5 |