HI-Tech Institute of Engineering and Technology

B.TECH

(SEM 1) Theory Examination 2023-24

SOFT SKILLS

Time: 3 Hours   **Total Marks: 70**

Faculty Name: Ms. Naheed Praveen

SECTION-A

Q.1	Attempt all parts	(7×2=14)

a.	What do you mean by art of listening?	CO2
b.	What do you understand by the term "Ted Talk"?	CO2
c.	What is Assimilation in reference to reading style?	CO3
d.	State the role of clarity and fluency in public speaking.	CO4
e.	What is stress management?	CO5
f.	Define Homonyms with suitable example.	CO1
g.	Define Simple sentence with suitable example.	CO1

SECTION-B

Q.2	Attempt any three parts	(3×7=21)

a.	Differentiate between Antonyms & Synonyms with examples in detail.	CO1
b.	What is active listening? Describe the traits of a good listener.	CO2
c.	Write a note on reading style while explaining Skimming and Churning.	CO3
d.	Explore the nuances & methods of speech delivery in presentation..	CO4
e	Write a note on 4A's techniques of stress management.	CO5

SECTION-C

Q.3	Attempt any one part	(1×7=7)

a.	Define Prefix & Suffix with examples in detail.	**CO1**
b.	Define Compound sentence with examples.	**CO1**

Q.4	Attempt any one part	(1×7=7)

a.	Classify the various ways to enhance listening skills.	CO2
b.	Examine the major difference between listening and hearing..	CO2

Q.5	Attempt any one part	(1×7=7)

a.	Write a paragraph on deductive method and underline the topic sentence..	CO3
b.	Distinguish between Agenda of the meeting and Minutes of meeting with example.	CO3

Q.6	Attempt any one part	(1×7=7)

a.	Write short notes on any two of the following : Chronemics Proxemics Kinesics	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)

a.	What do you understand by leadership? Explain the qualities of a good leader.	CO5
b.	Elucidate the importance of listening and Responding at workplace.	CO5