

2024

ENGLISH

(Skill Enhancement Course)

Paper : ENG-SEC-0210203

(Soft Skill-II)

Full Marks: 45

Time: 2 hours

1. Write the correct answer :

1 × 5 = 5

- i) What is the main difference between a Leader and a Manager?
- a) Leaders focus on people, while Managers focus on tasks.
 - b) Leaders have formal authority, while Managers have informal influence.
 - c) Leaders are reactive, while Managers are proactive.
 - d) Leaders focus on short-term goals, while Managers focus on long-term goals.
- ii). What is the goal of time management?
- a) To make time go by faster.
 - b) To complete tasks as quickly as possible.
 - c) To make the most of available time.
 - d) To eliminate all breaks and free time.
- iii) Which of the following are the basic sources of stress?
- a) The Environment
 - b) Social Stressors
 - c) Physiological
 - d) Thoughts
 - e) All of the above
- iv) What is the first step in effective time management?
- a) Making a to-do list
 - b) Prioritizing tasks
 - c) Setting deadlines for each task
 - d) Identifying your goals
- v) Which of the following is an example of a soft skill?
- a) Coding in Python
 - b) Problem-solving
 - c) Operating heavy machinery
 - d) Data analysis

P.T.O.

(2)

Answer any five of the following questions :

2×5=10

- a) What is Eustress?
- b) What are two types of stress?
- c) Name any three types of soft skills.
- d) Write any two purposes of enhancing soft skills.
- e) Write any two aspects that help to develop soft skills of individuals.
- f) Mention any two characteristics high performance team.
- g) What does team building mean?
- h) Mention any two techniques of time management.
- i) Write any two sources of negative stress.
- j) Write two styles of leadership.

3. Answer any four of the following :

4×5=20

- a) What are the four Basic Leadership Styles?
- b) Write any five basic components of team building.
- c) Discuss the difference between positive stress and negative stress.
- d) Write a short note on the use of audio-visual aids in the presentation skills.
- e) Mention any five techniques of time management.
- f) Trust is the most essential in a team building. Justify your answer.
- g) Role of self-questionaries in team building.
- h) Discuss the tasks and functions of a leader.

4. Answer any one of the following :

1×10=10

- a) What do you understand by the term Soft-Skills? Describe how Soft Skills differ from Hard Skills.
- b) Describe the factors responsible for overall development of leadership of an individual.
- c) Discuss the qualities of a good leadership.
- d) Estimate the various modes of presentation skills.

2024

ABILITY ENHANCEMENT COURSE

Paper Code : AEC0200102

(**English Communication**)

Full Marks : 30

Time : 1½ hours

*The figures in the margin indicate full marks
for the questions*

1. Answer the following as directed : 1×5=5

(a) The sender sends the message to the receiver through _____.

(Fill in the blank)

(b) What does 'decoding' mean in communication?

(c) Writing a letter is a kind of non-verbal communication.

(Write True or False)

(d) Letter to the editor of a newspaper is a/an formal/informal communication.

(Choose the correct option)

(e) What is 'feedback' in communication?

2. Answer any *five* of the following as directed :

2×5=10

- (a) Mention two instances of non-verbal communication.
- (b) Name two modern forms of communication.
- (c) In what kind of situations are the formal and informal communications used?
- (d) To be an effective speaker, _____ of voice and _____ of pronunciation are essential.

(Fill in the blanks)

- (e) Do you think listening is important for an effective communication? Why?
- (f) _____ is sent to specific group of people whereas _____ may be meant for general public.
 - (i) Notice, memo
 - (ii) Circular, memo
 - (iii) Circular, notice

(Choose the correct option)

(g) Oral communication ensures _____ and _____.

(i) fluency, speed

(ii) adequate attention, immediate response

(iii) speed, attention

(Choose the correct option)

(h) Why does one need to be culturally sensitive in communication?

(i) Mention two ways of expressing respect in communication.

(j) What role does empathy play in effective communication?

3. Answer any *three* from the following questions :

5×3=15

(a) What is communication? Discuss its importance in our day-to-day life.

(b) Write a note on the different types of formal and informal communications.

(c) Discuss the role of thinking and planning in effective communication.

- (d) Critically examine the barriers of communication.
- (e) How has technology affected human communication system? Prepare a note citing appropriate examples.
- (f) What are the advantages of oral communication?


