

**2023/FYUG/ODD/SEM/
ENGSEC-101T/132**

**FYUG Odd Semester Exam., 2023
(Held in 2024)**

**ENGLISH
(1st Semester)**

Course No. : ENGSEC-101T

(English Communication and Soft Skills)

Full Marks : 50

Pass Marks : 20

Time : 2 hours

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

SECTION—A

Answer *fifteen* questions, selecting any *three* from
each Unit : 1×15=15

UNIT—I

1. What is active listening?
2. Define teamwork.

3. What are the two main types of listening?

4. What do you mean by 'suffix'?

UNIT—II

5. What is emotional intelligence?

6. Define 'assertive skills'.

7. Write a feature of emotional intelligence skills.

8. Write one characteristic of an assertive person.

UNIT—III

9. What is learning skill?

10. Mention a quality needed to solve problem.

11. Why are the prefixes used?

12. Define preposition.

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(Continued)

UNIT—IV

13. What is adaptability?

14. Mention one use of conjunction.

15. What do you mean by organisational communication?

16. Give an example of bad communication.

UNIT—V

17. What is non-verbal communication?

18. Mention one feature of written communication.

19. I would rather die he exclaimed than join the oppressors of my country.

(Rewrite the sentence using the correct punctuation mark)

20. The gold is getting more and more expensive everyday.

(Rewrite the sentence after making necessary correction)

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(Turn Over)

(4)

SECTION—B

Answer *five* questions, selecting *one* from each
Unit : 2×5=10

UNIT—I

21. Write briefly the importance of listening.
22. Why is teamwork important in workplace?

UNIT—II

23. Why is it necessary to identify different characters in a text?
24. How assertiveness is different from aggression?

UNIT—III

25. Discuss the importance of role play.
26. Write down two characteristics of effective communication.

(5)

UNIT—IV

27. Why are interview skills important?
28. Why is adaptability a survival skill in an organisation?

UNIT—V

29. Discuss briefly the necessity of understanding people.
30. Mention any two features of written communication skills.

SECTION—C

Answer *five* questions, selecting *one* from each
Unit : 5×5=25

UNIT—I

31. What are the characteristics of listening?
32. Discuss the salient features of teamwork.

(6)

UNIT—II

- 33. Discuss some important skills to help you develop Emotional Intelligence.
- 34. What are the reasons for mismatch between education and employment?

UNIT—III

- 35. Discuss the different sources to acquire knowledge.
- 36. What are the different steps involved in problem solving?

UNIT—IV

- 37. Discuss, briefly, the different types of interview.
- 38. What are the basic features of adaptability skills?

(7)

UNIT—V

- 39. What are the basic features of non-verbal communication skills?
- 40. Discuss briefly different types of written communication.
