

**2024/FYUG/ODD/SEM/
ENGSEC-101T/261**

FYUG Odd Semester Exam., 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*

UNIT—I

1. Answer any *three* from the following questions : 1×3=3
- (a) Why is listening important?
- (b) Write one characteristic of teamwork.
- (c) Make sentences to show the difference between the following words :
- (i) Altar
- (ii) Alter

(2)

(d) Add suffixes to the following verbs to transform into nouns :

(i) Pay

(ii) Shop

2. Mention two differences between active and passive listening. 2

OR

3. Why is teamwork important in the workplace? 2

4. Discuss the significance of listening skills. 5

OR

5. Discuss the importance of teamwork skills in an organization. 5

UNIT—II

6. Answer any *three* from the following questions : 1×3=3

(a) Mention one importance of emotional intelligence skill.

(b) Write one feature of assertive skill.

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(Continued)

(3)

(c) Add suffixes to the following words to make them adverbs :

(i) Shy

(ii) Fear

(d) Frame two sentences and underline the verbs in them.

7. What are assertive skills? 2

OR

8. Distinguish between assertiveness and aggression. 2

9. Write down the features of emotional intelligence skills. 5

OR

10. What are the characteristics of an assertive person? 5

UNIT—III

11. Answer any *three* from the following questions : 1×3=3

(a) Write one feature of learning skill.

(b) Mention one characteristic of effective solution.

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(Turn Over)

(4)

(c) Add appropriate prefixes to the following words :

(i) Match

(ii) Estimate

(d) Supply appropriate preposition in the blanks :

(i) Madhu is sure ____ success.

(ii) He was arrested in connection ____ the theft.

12. Mention two steps of problem solving.

OR

13. Write the opposites of the following words using suitable prefixes :

proper; agree; wise; easy

14. Discuss in your own words the necessity to update knowledge and skills.

OR

15. Write a brief note on problem-solving skills.

UNIT—IV

16. Answer any three from the following questions : $1 \times 3 = 3$

(a) Mention one importance of interview skills.

(5)

(b) What do you mean by good communication?

(c) Combine the sentences with appropriate conjunctions :

(i) Raja is a singer. He knows how to play the violin.

(ii) You are interested in engineering. You are studying medicine.

(d) Change the voice :

(i) I know him.

(ii) Someone has stolen my pen.

17. What are the parts of a job application?

OR

18. Change the mode of narration :

(a) He said, "The bell rang."

(b) He says to me, "What is this place called?"

(c) He asked me what my name was.

(d) The man ordered me not to put my things here.

19. Draft an application for the job of a Firm Manager mentioning your suitability for the job. Attach your detailed resume as Akash/Amrita and a qualified MBA.

(6)

OR

20. Discuss the importance of organizational communication. 5

UNIT—V

21. Answer any three from the following questions : 1×3=3

- (a) Why is non-verbal communication important?
- (b) What is an official letter?
- (c) Correct the sentences :
 - (i) He left with his bag and baggage.
 - (ii) The hotel offers fooding and lodging.
- (d) Punctuate the following sentences :
 - (i) i said i know the way to assam university
 - (ii) headmaster says ramu is the thief

22. What are the different types of written communication? 2

OR

23. Why is non-verbal communication important in an organization? 2

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(Continued)

(7)

24. Why is written communication skill important? Discuss. 5

OR

25. Mention the importance of understanding people in the context of a workplace. 5

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