

**2025/FYUG/ODD/SEM/
ENGSEC-101T/004**

FYUG Odd Semester Exam., 2025

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* of the following questions :

1×3=3

(a) Mention one essential characteristic of good listening.

(b) What is passive listening?

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(Turn Over)

(2)

(c) Make sentences to show the difference between the following words :

(i) Stationary

(ii) Stationery

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

(i) Create

(ii) Depend

2. Answer any *one* of the following questions : 2

(a) Mention two barriers that can affect listening.

(b) State any two characteristics of effective teamwork.

3. Answer any *one* of the following questions : 5

(a) Discuss the role of listening in building interpersonal relationships.

(b) How does teamwork improve decision-making?

UNIT—II

4. Answer any *three* of the following questions :
1×3=3

(a) What do you mean by emotional intelligence?

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(Continued)

(3)

(b) Define 'aggression' in one sentence.

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

(i) Strength

(ii) Modern

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

5. Answer any *one* of the following questions : 2

(a) Mention two ways of improving emotional intelligence.

(b) Mention two features of assertive behaviour.

6. Answer any *one* of the following questions : 5

(a) Why is it necessary to identify different characters in a text?

(b) Discuss the assertive skills in resolving conflicts in the workplace.

UNIT—III

7. Answer any *three* of the following questions :
1×3=3

(a) Write any one source to acquire knowledge.

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(4)

- (b) State one quality needed to solve problems.
- (c) Add appropriate prefixes to form the opposite of the following words :
- (i) Possible
 - (ii) Legal
- (d) Fill in the blanks with suitable preposition :
- (i) He is fond ____ music.
 - (ii) The cat is ____ the table.
8. Answer any *one* of the following questions : 2
- (a) State two important benefits of role play in learning.
 - (b) State two reasons why creativity is important in solving problems.
9. Answer any *one* of the following questions : 5
- (a) Explain how learning skills help students adapt to new challenges.
 - (b) Discuss the main characteristics of an effective solution.

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(Continued)

(5)

UNIT—IV

10. Answer any *three* of the following questions : 1×3=3
- (a) Name one source of information about jobs.
 - (b) Write one example of bad communication in an organization.
 - (c) Fill in the blanks with appropriate conjunction :
 - (i) He is hardworking ____ intelligent.
 - (ii) She is talented, ____ she lacks experience.
 - (d) Change the voice :
 - (i) I gave him a pen.
 - (ii) The lion is called the king of beasts.
11. Answer any *one* of the following questions : 2
- (a) Mention two things to include in a cover letter.
 - (b) Change the mode of narration :
 - (i) Anil said, "I saw you yesterday."
 - (ii) He requested me to give him a glass of water.

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(Turn Over)

(6)

12. Answer any *one* of the following questions : 5

- (a) Discuss the characteristics of different types of interview.
- (b) Write a note on adaptability skills.

UNIT—V

13. Answer any *three* of the following questions :

1×3=3

- (a) Give an example of body language.
- (b) What is an enclosure in a letter?
- (c) Write one type of official letter.
- (d) Correct the sentences :
 - (i) There is a lot of moneys on the table.
 - (ii) He returned back home.

14. Answer any *one* of the following questions : 2

- (a) Give two examples of symbols or signs used in institutional communication.
- (b) Write two advantages of effective written communication in an organization.

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(7)

15. Answer any *one* of the following questions : 5

- (a) Explain the role of non-verbal cues in improving teamwork and professional relationships.
- (b) Explain the structure and key components of a covering letter.

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