

**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.

( 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.

(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. 2

**OR**

13. Write the opposites of the following words using suitable prefixes : 2

proper; agree; wise; easy

14. Discuss in your own words the necessity to update knowledge and skills. 5

**OR**

15. Write a brief note on problem-solving skills. 5

**UNIT—IV**

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

- (a) Mention one importance of interview skills.

(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? 2

**OR**

18. Change the mode of narration : 2

- (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. 5

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

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

OR

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

\*\*\*