

**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?

(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?

(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.

~~(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.

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.

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 : $1 \times 3 = 3$

- (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.

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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