



MAULANA ABUL KALAM AZAD UNIVERSITY OF TECHNOLOGY, WEST BENGAL

Paper Code : BCAA101 Soft Skills

UPID : 120007

Time Allotted : 3 Hours

Full Marks :70

The Figures in the margin indicate full marks.

Candidate are required to give their answers in their own words as far as practicable

Group-A (Very Short Answer Type Question)

1. Answer any ten of the following :

[1 x 10 = 10]

- (i) You _____ requested to do now.
- (ii) What is an emoticon?
- (iii) The mail train is due _____ 3pm.
- (iv) Bread and milk _____ wholesome food.
- (v) The success of communication can be measured through _____ .
- (vi) Who coined the term superego?
- (vii) Which kind of communicators believe that the primary purpose of communication is the maintenance or advancement of the personal relationship?
- (viii) _____ is defined as the name of a person place or thing.
- (ix) Understanding _____ different parts of speech forms the base of learning grammar.
- (x) _____ context refers to the similarity of backgrounds between the sender and the receiver.
- (xi) It is important to choose the right environment because it will help the listener focus & avoid _____ .
- (xii) The _____ is the action or description that occur in the sentence.

Group-B (Short Answer Type Question)

Answer any three of the following

[5 x 3 = 15]

2. Write the plural of the following words: Fish, deer, sheep, formula, study. [5]
3. Write the past form of the following words: forget, set, build, spend, arrive. [5]
4. How do you identify soft skills? [5]
5. What are skills questions? [5]
6. What are the steps followed in writing a composition? [5]

Group-C (Long Answer Type Question)

Answer any three of the following

[15 x 3 = 45]

7. (a) Write an essay in about 300-350 words on India after Pandemic. [10+5]
(b) Sketch the difference between paragraph and essay.
8. (a) Write a job application to the Manager of XYZ Company for the post of Economic Advisor. [7+8]
(b) Add a Complete CV to your application.
9. (a) What is report? [5+10]
(b) How is it different from a proposal?
10. (a) Write an essay in about 300-350 words on the topic 'Black Hole and Stephen Hawking'. [10+5]
(b) Write a letter to your friend on your visit to a fair.
11. (a) Write a letter to the Chairperson of KMC on the necessity of the clearance of garbage in your locality. [10+5]
(b) Explain: There is no smoke without fire.