

### 3 (Sem-5/CBCS) ENG RE

2024

### ENGLISH

( Regular Elective )

Paper : ENG-RE-5016

( Soft Skills )

Full Marks : 80

Time : 3 hours

*The figures in the margin indicate full marks for the questions*

1. Answer the following as directed :  $1 \times 10 = 10$

(a) Write down the correct answer from the given choices :

The word 'communication' is derived from

(i) communique

(ii) communicare

(iii) community

(b) Write down any two factors that help in decision-making.

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(c) Fill in the blank :

A collection of a person's personal, educational and professional data is called \_\_\_\_.

(d) Name the two classified channels of communication.

(e) Write down any two ways of written communication.

(f) Fill in the blank :

\_\_\_\_ is the ability to come up with new and original ideas to evaluate and improve on the idea of others.

(g) Which one of the following statements is true?

(i) Group discussion is confined to an individual only.

(ii) Digital tools are not used in communication.

(iii) A letter is a form of written communication.

(h) Choose the correct answer :

Grapevine communication is \_\_\_\_ communication.

(i) a formal

(ii) an informal

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(i) Find out the correct answer :

(i) Paralanguage is a verbal communication.

(ii) Paralanguage is a non-verbal communication.

(j) Can body language be a part of communication?

2. Define the following : 2×5=10

(a) Self-management

(b) Close Reading

(c) Creative Thinking

(d) Verbal Communication

(e) Teamwork

3. Answer any four of the following questions : 5×4=20

(a) Write a note on non-verbal communication.

(b) Do you think Intra-personal and Interpersonal communication are similar? Give a reasoned answer.

(c) Write a note on the common barriers to communication.

(d) Comment on sign language as an element of non-verbal communication.

(e) What is written communication? Elucidate.

(f) How does social communication differ from business communication? Discuss.

4. Answer any four of the following questions : 10×4=40

(a) What is communication? Write a note on the classification of communication.

(b) Summarize the essential features that help in achieving the goal of effective communication.

(c) How does digital media help in communication? Prepare a detailed note.

(d) What is group discussion? What are the prerequisites of a group discussion? Discuss.

(e) Do you think creative thinking, problem solving and decision-making belong to the same cluster? Write down your view in a logical manner.

(f) Write a note on how to prepare an effective resume.

(g) What are the qualities necessary for an effective leadership? Discuss.

(h) Write a note on the key skills required for facing interviews.

★ ★ ★