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**NOIDA INSTITUTE OF ENGINEERING AND TECHNOLOGY, GREATER NOIDA**

(An Autonomous Institute Affiliated to AKTU, Lucknow)

**B.Tech**

**SEM: VI - THEORY EXAMINATION (2024 - 2025)**

**Subject: Soft Skills & Personality Development**

**Time: 3 Hours**

**Max. Marks: 100**

**General Instructions:**

**IMP:** Verify that you have received the question paper with the correct course, code, branch etc.

1. This Question paper comprises of **three Sections -A, B, & C**. It consists of Multiple Choice Questions (MCQ's) & Subjective type questions.
2. Maximum marks for each question are indicated on right -hand side of each question.
3. Illustrate your answers with neat sketches wherever necessary.
4. Assume suitable data if necessary.
5. Preferably, write the answers in sequential order.
6. No sheet should be left blank. Any written material after a blank sheet will not be evaluated/checked.

**SECTION-A**

- |                        |  |    |
|------------------------|--|----|
| 1. Attempt all parts:- |  | 20 |
| 1-a.                   | What is active listening? CO1 (K1)   | 1  |
|                        | (a) Listening without responding   |    |
|                        | (b) Listening and providing feedback   |    |
|                        | (c) Interrupting the speaker   |    |
|                        | (d) Pretending to listen   |    |
| 1-b.                   | What should be used in the presentation with the audience in mind? CO1 (K1)                | 1  |
|                        | (a) Language and techniques  |    |
|                        | (b) Font   |    |
|                        | (c) Symbols  |    |
|                        | (d) Styles   |    |
| 1-c.                   | Which of the following is an example of paralanguage in non-verbal communication? CO2 (K2) | 1  |
|                        | (a) Facial expressions   |    |
|                        | (b) Body language  |    |
|                        | (c) Tone of voice  |    |
|                        | (d) Gestures   |    |
| 1-d.                   | Haptics in non-verbal communication is concerned with: CO2 (K1)                            | 1  |
|                        | (a) Facial expressions   |    |
|                        | (b) Touch and physical contact   |    |

- (c) Proxemics
- (d) Vocal pitch
- 1-e. Suppose you are put into a formal conversation between two or more people, especially arranged for the assessment of the qualifications and suitability; what would you call it? CO3 (K2) 1
- (a) Online chatting
- (b) Interview
- (c) Brainstorming
- (d) Debate
- 1-f. An interview is a ..... kind of communication? CO3 (K2) 1
- (a) Formal
- (b) Informal
- (c) Neither formal nor informal
- (d) None of the above
- 1-g. ----- provides the base for a technical report writing. CO4 (K3) 1
- (a) Logical conclusion
- (b) Illogical conclusion
- (c) Personal prejudice
- (d) Misplaced learning
- 1-h. Which of the following is not a characteristic of effective technical writing? CO4 (K2) 1
- (a) Conciseness
- (b) Clarity
- (c) Jargon
- (d) Concreteness
- 1-i. On the \_\_\_\_\_ it is possible to get immediate feedback. CO5 (K2) 1
- (a) letter
- (b) telephone
- (c) e-mail
- (d) fax
- 1-j. Practice what you \_\_\_\_\_. CO5 (K2) 1
- (a) conceal
- (b) preach
- (c) compromise
- (d) object
2. Attempt all parts:-
- 2.a. What are the two skills that are assessed in a group discussion? CO1 (K2) 2
- 2.b. How can paralanguage influence the interpretation of a message? Provide an 2

example. CO2 (K4)

- 2.c. List any five advantages of telephonic interview. CO3 (K3) 2
- 2.d. "It is not necessary to type an email in a fancy font. The choice of font style is subjective and depends on personal preference or the requirements of the situation". What are the essentials of an email writing? CO4 (K4) 2
- 2.e. When is it appropriate to use your phone during a face-to-face conversation? CO5 (K2) 2

### **SECTION-B**

30

3. Answer any five of the following:-

- 3-a. What role do facial expressions, gestures, and pauses play in communication? CO1 (K2) 6
- 3-b. Elaborate the skills assessed in a group discussion. CO1 (K2) 6
- 3-c. Elaborate on the concept of proxemics and its importance in non-verbal communication. How does the use of personal space vary across cultures, and why is it crucial to be aware of these differences? CO2 (K4) 6
- 3-d. Describe the significance of paralanguage in communication. How can variations in tone, pitch, and pace influence the interpretation of spoken words, and what role do they play in effective communication? CO2 (K4) 6
- 3.e. Briefly discuss the online interview and its pros and cons. CO3 (K2) 6
- 3.f. How can tone and emotions be understood in writing? CO4 (K2) 6
- 3.g. How should you handle interruptions when someone is busy or in a meeting? CO5 (K4) 6

### **SECTION-C**

50

4. Answer any one of the following:-

- 4-a. How can the competence of a candidate be evaluated during his interaction with his group members in a group discussion? CO1 (K2) 10
- 4-b. How can you introduce your colleague to your friends and family? Explain the essential points. CO1 (K2) 10

5. Answer any one of the following:-

- 5-a. Examine the cultural differences in non-verbal communication. How do gestures, expressions, and personal space norms vary across cultures, and how can individuals navigate these differences for effective cross-cultural communication? CO2 (K4) 10
- 5-b. Discuss the potential misinterpretations of non-verbal cues and the importance of context in understanding them. How can cultural, situational, or individual factors influence the way non-verbal communication is perceived? CO2 (K4) 10

6. Answer any one of the following:-

- 6-a. "Unspoken is powerful". Describe the importance of effective non-verbal communication based on the statement. CO3 (K2) 10
- 6-b. Prepare a detailed SWOT analysis of your performance of last end semester 10

examination. CO3 (K3)

7. Answer any one of the following:-

- |      |   |    |
|------|---|----|
| 7-a. | Write a movie review that you have recently seen. CO4 (K2)                                | 10 |
| 7-b. | Write a good message email. Invent all necessary details using the block format. CO4 (K4) | 10 |

8. Answer any one of the following:-

- |      |  |    |
|------|--|----|
| 8-a. | Is it polite to respond to text messages or notifications while in the middle of a conversation with someone? Share some relevant examples. CO5 (K4) | 10 |
| 8-b. | Discuss how setting realistic goals aligned with your strengths can help you maximize your potential. CO5 (K2)                                       | 10 |

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