

PARUL UNIVERSITY
FACULTY OF SOCIAL WORK
MSW/MSW (HRM), Winter 2022-23 Examination

Semester: I**Date: 28/01/2023****Subject Code: 10201116****Time: 10:30 am to 1:00 pm****Subject Name: Soft Skills - I****Total Marks: 60****Instructions:**

1. All questions are compulsory.
2. Figures to the right indicate full marks.
3. Make suitable assumptions wherever necessary.
4. Start new question on new page.

Q.1 A) Multiple Choice Questions:**(10)**

1. A group of sentences organized around a central topic is called _____.
(A) Report (B) Letter (C) Paragraph (D) Proposal
2. An essay and a paragraph are same.
(A) True (B) False
3. A report is written in ____ tense.
(A) Present (B) Past continuous (C) Past (D) Future
4. Most people do not like public speaking. They admit of being _____.
(A) Afraid (B) Shy (C) Introverted (D) all of the mentioned
5. Research is not important in preparing for a speech.
(A) True (B) False
6. _____ are attention getters at right places in speech.
(A) Clincher (B) Filters (C) Opening (D) Quotes
7. You should always include complete speech in your power point presentation.
(A) True (B) False
8. _____ is the method of note making which is messy and may get confusing.
(A) Linear notes (B) Flow charts (C) Matrix (D) Mind Maps
9. You should always write one application letter along with CV while applying for jobs.
(A) True (B) False
10. Academic writing is clear, concise, focused, structured and backed up by evidence.
(A) True (B) False

Q.1 B) What are the 5 paradoxes of Academic writing**(05)****Q.2 A) Answer the following questions:****(10)**

1. What is public speech?
2. State 5 important elements of public speech.
3. What is the difference between CV and job application letter?
4. What is academic writing?
5. Give 4 examples of academic writing.
6. What is the difference between script and outline?
7. State 4 common mistakes people make while delivering a speech.
8. In which method of note-making can you describe the sequence of events?
9. What is the difference between a paragraph and a summary?
10. State 4 important features of academic writing.

- Q.2 B) Reema is a good orator but didn't score very well in an essay she very recently wrote. What can she do to be better? Explain briefly (05)**
- Q.3 A) You are going to address a very important event. How will you reduce stage fright? (05)**
- Q.3 B) Write a brief report on any field event organized by you. (05)**
- Q.3 C) What are the advantages of written communication? (05)**
- Q.4 A) What is note-making? What are the advantages of note-making? State and explain various methods of note-making. (10)**
- Q.4 B) Discuss the difference between note-making and note-taking. (05)**
- OR**
- Q.4 B) Write a paragraph on: "Where there is a Will there is a Way" (05)**