

PARUL UNIVERSITY
FACULTY OF SOCIAL WORK
MSW, Winter 2023-24 Examination

Semester:1
Subject 10201116
Subject Name: Soft Skills-1

Date: 12-01-2024
Time: 10.30 am to 1.00 pm
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	True or False/ Fill in the blanks. (Each of one marks)	(10)	CO	PO	Bloom's Taxonomy
A)					
	1. _____ communication implies being particular and clear rather than fuzzy and general.		CO2	PO3	UNDERSTANDING
	2. Make _____ while giving presentation.		CO1	PO3	EVALUATING
	3. Colloquial words and expressions are allowed in academic writing. True/False		CO2	PO3	CREATING
	4. Whether you are presenting a paper or giving a speech, you need to analyze your audience first. True/False		CO1	PO3	UNDERSTANDING
	5. Good notes must be short and _____		CO2	PO3	UNDERSTANDING
	6. i.e stands for _____		CO2	PO3	UNDERSTANDING
	7. _____ step determine general purpose of your speech and presentation.		CO1	PO3	REMEMBERING
	8. Plagiarism is allowed in Academic Writing. True/False		CO2	PO3	UNDERSTANDING
	9. Can one joke during the presentation? True/False		CO1	PO3	REMEMBERING
	10. One should maintain unity between paragraphs with transitions. True/False		CO2	PO3	REMEMBERING
Q.1	What are 7 Cs of Effective Writing? Give two-liner description for each.	(05)	CO2	PO3	UNDERSTANDING
B)					
Q.2	Answer in one sentence. (Each of one marks)	(10)			
A)					
	1. What is Topic sentence?		CO2	PO3	REMEMBERING
	2. What is stage fright?		CO1	PO3	UNDERSTANDING
	3. What is Informative speech?		CO1	PO3	UNDERSTANDING
	4. What are 3A's in Presentation?		CO1	PO3	REMEMBERING
	5. Mention two problems of Presentation?		CO1	PO3	REMEMBERING
	6. What is Hedging in academic writing?		CO2	PO3	APPLYING
	7. Mention two qualities of good academic writing?		CO2	PO3	UNDERSTANDING
	8. What is Persuasive speech?		CO1	PO3	UNDERSTANDING
	9. What is a Paragraph?		CO2	PO3	REMEMBERING
	10. What is Note-making?		CO2	PO3	REMEMBERING
Q.2	Define the following terms.	(05)			
B)					
	1. Academic writing		CO2	PO3	UNDERSTANDING
	2. Presentation		CO1	PO3	UNDERSTANDING

Q.3 A)	You are Ankit/Amrita, staying at 4 Pycrofts Road, Chennai. You have come across an advertisement in The Times of India for recruitment of HR trainees by Shivam Software. Apply in response to this advertisement, giving your detailed bio-data (curriculum vitae). Invent all necessary details.	(10)	CO2	PO3	CREATING
OR					
Q.3 A)	You are Rohan Khanna of 149 Circular Road, Panipat. Write an application to the Manager, D.A.V. Senior Secondary School, Panipat in response to an advertisement for the post of a Sociology teacher in that school.	(10)	CO2	PO3	CREATING
Q.3 B)	Read the following text and do note-making. Give appropriate title to it. Listening is the ability to accurately receive and interpret messages in the communication process. Listening is key to all effective communication, without the ability to listen effectively messages are easily misunderstood. Listening is one of the most important skills you can have. An active process of getting information, ideas. “Listening is the process of receiving, constructing meaning from, and responding to spoken.” Listening is not just about being Quiet while someone else is speaking. Listening is with the Mind. Hearing with the senses. Listening is conscious. To improve our interpersonal & oral exchange. Just Listening to words is not enough; a good Listener has to pay attention to the non-verbal communication of the speaker. Listening is a language modality. It is one of the four skills of a language i.e. listening, speaking, reading and writing. It involves an active involvement of an individual. Listening involves a sender , a message and a receiver. It is the psychological process of receiving, attending to constructing meaning from and responding to spoken and/or non verbal messages. Listening comprises of some key components, they are: discriminating between sounds, recognizing words and understanding their meaning, identifying grammatical groupings of words, identifying expressions and sets of utterances that act to create meaning, connecting linguistic cues to non-linguistic and paralinguistic cues, using background knowledge to predict and to confirm meaning and recalling important words and ideas.	(05)	CO2	PO3	EVALUATING
Q.4 A)	Academic writing on the following topic: Some people think women should be given equal chances to work and excel in their careers. Others believe that a woman’s role should be limited to taking care of the house and children. Which opinion do you agree with and why? Include specific details and examples to support your choice.	(10)	CO2	PO3	CREATING
Q.4 B)	Write a Paragraph on ‘Addiction of social media’	(05)	CO2	PO3	APPLYING

	OR				
Q.4 B)	Write a Paragraph on 'Importance of soft skills'	(05)	CO2	PO3	APPLYING