

Seat No: _____

Enrollment No: _____

PARUL UNIVERSITY
FACULTY OF SOCIAL WORK
MSW/MSW-HRM, Winter 2019-20 Examination

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

Date: 02-12-2019
Time: 10:30 am to 01:00 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 A) MCQ/True or False/ Fill in the blanks. (Each of one mark) (10)

1. _____ statement is used to explain the meaning, origin and function of things.
(A) persuasive (B) narrative (C) ceremonial (D) informative
2. Effective writing involves careful choice of words, their organization in correct order in sentence formation as well as cohesive composition of sentences. True or False
3. A letter of application should be no more than one page long. True or False
4. There are four sentences that have to be arranged in the logical order to form a coherent paragraph passage Choose the appropriate option:
(A) depends not on merit and ability, but on quotas based on caste
(B) or have a good work ethic as one of its core values
(C) community and gender or any other criterion, can hardly be stable
(D) a society where access to education and jobs
Ans (1) CBDA (2) DBCA (3) CBAD (4) DACB
5. Notes making is a process of reviewing, connecting and synthesizing ideas from your lectures or reading. True or False
6. The content of the job application must demonstrate your interest in the job. True or False
7. Note making improves the skills in study. True or False
8. Before you start a letter, the most important thing is to think about who is going to read it.
True or False
9. Which of the following techniques of note taking is messy?
(A) linear (B) timeline (C) spidergram (D) flowchart
10. When we want to purchase the items, we write _____
(A) Inquiry letter (B) Complaint letter (C) Adjustment letter (D) Order letter

Q.1 B) Discuss 5 most important elements of speech? (05)

Q.2 A) Answer in one sentence. (Each of one marks) (10)

1. What is courtesy in written communication?
2. List two advantages of Note making.
3. Explain the term: Notes.
4. What is subheading?
5. Give two examples of written communication.
6. List two advantages of written communication.
7. What is note making?
8. Who is Successful Orator?
9. What is speech?
10. Define communication.

- Q.2 B) Define the following terms. (05)**
1.Public Speech
2.Academic Speech
- Q.3 A) Discuss the note making formats in detail. (10)**
- OR**
- Q.3 A) Discuss the qualities of successful Orator. (10)**
Q.3 B) Explain dos and don'ts of public speaking. (05)
- Q.4 A) Your Academic Institute has organized the Orientation function for the new comers. (10)**
Being a part of orientation team, you are required to deliver an opening speech of 10 mins. Prepare the script for the speech.
- Q.4 B) Discuss similarity and differences between note taking & note making. (05)**
- OR**
- Q.4 B) Suggest some tips for preparing public speech. (05)**