

**B.A. 6th Semester (General) Examination, 2023 (CBCS)****Subject : English****Course : SEC-4****Time: 2 Hours****Full Marks: 40**

*The figures in the margin indicate full marks.  
Candidates are required to give their answers in their own words  
as far as practicable.*

Attempt either **Option A** or **Option B****Option-A****(Soft Skills)**

1. Answer *any five* of the following questions: 2×5=10
- What is 'transferrable skill'?
  - Mention two important characteristics of positive thinking?
  - What is the full form of SWOT?
  - What do you understand by 'delegating'? Mention.
  - Mention two differences between spoken and written forms of communication.
  - Mention two leadership qualities.
  - Give two examples of adaptability skills.
  - What is the full form of LSRW?
2. Answer *any two* of the following questions: 5×2=10
- Why is teamwork essential for success?
  - What do you understand by emotional intelligence?
  - What are the basic elements of Proof Reading?
  - Discuss the basic steps of problem solving.
3. Answer *any two* of the following questions: 10×2=20
- Write a note on the importance of soft skills.
  - Comment on the importance of adaptability in the work place.
  - Explain in detail the advantages and disadvantages of five types of leadership styles.
  - What is Brainstorming? Discuss in detail some characteristic features of Brainstorming.

**Option-B**  
**(Spoken English)**

1. Answer *any five* of the following questions: 2×5=10
- (a) Define non-verbal communication.
  - (b) What do you mean by 'sender' and 'receiver' in the process of communication?
  - (c) What does 'noise' signify in the process of communication?
  - (d) Define 'stress' and 'intonation'.
  - (e) Give two examples of interruption in discourse.
  - (f) Mention the names of two social-networking sites.
  - (g) What is 'voice modulation'?
  - (h) Mention two disadvantages of oral communication.
2. Answer *any two* of the following questions: 5×2=10
- (a) What is a 'Language Lab'? Mention some features of a 'Language Lab'.
  - (b) Point out the differences between verbal communication and non-verbal communication.
  - (c) Mention some of the advantages of electronic media.
  - (d) State some of the features of good communication.
3. Answer *any two* of the following questions: 10×2=20
- (a) Write a note on the role of body language in communication.
  - (b) Write an essay on the advantages and disadvantages of using internet.
  - (c) Draft the text of a General Diary (GD) addressing the officer-in-charge of your local police station regarding the theft of your mobile phone.
  - (d) Frame the text of a dialogue between two friends regarding the advantages and disadvantages of online food delivery service.
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