

Enrollment No: _____

Exam Seat No: _____

C.U.SHAH UNIVERSITY

Summer Examination-2019

Subject Name: Soft Skills & Behavioral Communication

Subject Code: 4TE02SBC2

Branch: B.Tech. (All)

Semester: 2

Date: 16/04/2019

Time: 02:30 To 05:30

Marks: 70

Instructions:

- (1) Use of Programmable calculator & any other electronic instrument is prohibited.
 - (2) Instructions written on main answer book are strictly to be obeyed.
 - (3) Draw neat diagrams and figures (if necessary) at right places.
 - (4) Assume suitable data if needed.
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Q-1 (A) Each of the following questions has four options. Choose the most appropriate options from the given and write answer of it. (10)

1. What is the real name of 'Sundaram' ?
a) Tribhuvandas Luhar b) Manmohandas Suthar c) Dhiruben Parikh d) None
2. 'Reports are always prepared for the higher designated persons.' This statement is _____
a) False b) True c) Can't say d) Half true & Half False
3. Which of the following is a characteristic of a Contributor?
a) Works on time b) works with concern
c) works with skills d) works for the sake of working
4. Grooming for men and women seems different.
a) False b) True c) Can't say d) Half true & Half False
5. Abstract is always written at the _____ of report.
a) Beginning b) Middle c) End d) nowhere
6. What is the meaning of the word 'Etiquette' ?
a) Mannerism b) clean c) knowledge d) personality
7. One of the students _____ not paid the fees of 2nd year.
a) Have b) is c) has d) are
8. The sceneries of Kashmir _____ very enchanting.
a) Are b) is c) am d) was



9. A number of books ____ missing.
 a) Are b) do c) does d) is
10. How much milk ____ he want to drink?
 a) Am b) do c) does d) is

Q-1 (B) Match column 'A' (Report's specialty) with column 'B' (Type of Report) in correct manner so that it falls in that category. (04)

- | Column 'A' | - Column 'B' |
|--|----------------------------|
| 1. Reports are presented in oral manners | - a) Inspection reports |
| 2. These reports are prepared at regular interval | - b) Interpretive reports |
| 3. Reports contain only information | - c) Informal reports |
| 4. Reports contain only information with suggestions | - d) Informational reports |
| | - e) Routine reports |

Attempt any four questions from Q-2 to Q-8

- Q-2 (A)** What kind of moral lesson do you learn from the poem *The Road Not Taken*? (07)
- Q-2 (B)** What is Group Discussion (GD)? Explain how GD is important as a part of selection procedure and what kind of skills can be evaluated in GD. (07)
- Q-3 (A)** What is contributor personality? Differentiate between a contributor and non-contributor personality with relevant examples. (07)
- Q-3 (B)** Describe the end of the poem *Photographing Mother*. (07)
- Q-4 (A)** Write short note on *Role of Audio – Visual Aids* in making presentation effective. (07)
- Q-4 (B)** Prepare a five minute presentation on '*Importance of Etiquettes in Life*'. Write a presentation with proper beginning, middle and end. (07)
- Q-5 (A) Turn the following sentences into indirect speech: (07)**
1. Aryan said to Adhya, "I will come to your home tomorrow for drama practice."
 2. Mahesh said, "Maheshwari, you should help your mother in kitchen when she is not feeling well."



3. Our Geography Teacher said to us, “Saturn is the most beautiful planet of the solar system.’
4. My sister said to me, “Which cell phone is the best in use?”
5. Savitri said, “Yamraja, I can’t live without my husband. Give him life again.”
6. Mr. Oza said, “Friends, we together have to put hard efforts for the growth of our company.”
7. My mother always says to me, “I am proud of you.”

Q-5 (B) Write the phonetic transcriptions for the following words. (07)

- | | | |
|--------------|-------------|----------------|
| i) Good | ii) College | iii) Professor |
| iv) Pleasure | v) Zoo | vi) Cut |
| | | vii) Knowledge |

Q-6 (A) Being a dean of Faculty of Technology and Engineering, prepare a detailed report on (14)
Tech Expo – 2019: An Industry Academia Meet held recently at your college with the support of ZFTI, Surendranagar. And submit it to the Registrar of your university.

Q-7 (A) Discuss the end of the story ‘Such Perfection’. (07)

Q-7 (B) Dell India Private Limited, Pune needs 20 trainee engineers for their new branch. Prepare (07)
 a suitable resume and send it to the HR Manager of the company.

Q-8 (A) Write a meaningful sentences on each of the following homonyms/homophones so as (07)
 to convey the different meaning of it.

- i) Petrol, Patrol
- ii) Quite, Quiet
- iii) None, Nun
- iv) Not, Note
- v) Accept, Except
- vi) Weather, Whether
- vii) Advice, Advise

Q-8 (B) Write the central theme of the story *The Gift of Maggi*. (07)



