

CO-Wise AKTU Question Bank

Course: B.Tech

Subject Name: Soft Skills

Subject Code: BAS105

Semester: I/II

CO No.	Lect. No.	Syllabus Topic (As Per LP)	Ques. No.	Question Statement (As Per AKTU)	Session
1	1 & 2	Transformation of sentences	1.	A) Define a complex sentence with example. B) Do as directed: a) Throwing off his shirt, he plunged in to the pool. (Compound) b) He as well as you is tired of work. (identify the type of sentence)	2022-23
1	1 & 2	Transformation of sentences	2.	Do as directed: i) He works at night so that he can study at the day. (make it simple) ii) He went to the shop but he didn't buy anything. (make it complex) iii) Despite trying hard, he failed to fulfill the target. (make it compound)	2022-23
1	3	Subject-Verb Agreement	3.	Explain the importance of subject verb agreement in English grammar by highlighting different rules.	2022-23
1	3	Subject –Verb agreement	4.	Complete the following sentences choosing correct alternatives: i) Standing at professor's lectern ----- two students. (is/has/were/have) ii) The first fax machine ----- installed in 1988. (are/has been/were/was) iii) Ram as well as his brothers ----- coming today. (is/have been/are/were) iv) My friend, a philosopher and guide ----- going abroad. (are/is/am/being) v) George and Sam ----- want to see movie. (doesn't/don't) vi) Every one of those books ----- fiction. (is/are) vii) There ----- books in the bag. (have been/has been) viii) I purchased an ----- of 3,000 shares in the company.	2022-23

				(chuckle/corpse/aggregate/haze)	
1	4	Antonyms & Synonyms	5.	a) Apply the correct Synonym in the following sentence: His behavior shocked me. Entreated/pacified/appalled/scintillated b) Apply the correct Antonym in the following sentence: I am very particular about it.	2022-23
1	4	Homophones & Homonyms	6.	Differentiate between these homophones by giving their meanings: i) Rein-Reign ii) Sow-Saw iii) Night-Knight	2022-23
1	4	Homophones & Homonyms	7.	Differentiate between a homophone and a homonym by giving suitable example.	2022-23
1	5	New word formation	8	Describe in brief the techniques of word formation: Coinage, Acronym and Conversion	2022-23
1	5	New word formation	9.	Write different rules of new word formation by giving suitable examples.	2022-23
1	5	New Word Formation	10.	Illustrate the concept of word formation focusing on the ways of forming new words.	2022-23

## CO-Wise AKTU Question Bank

Course: B.Tech

Subject Name: Soft Skills

Subject Code: BAS 105

Semester: I/II

CO No.	Lect. No.	Syllabus Topic (As Per LP)	Ques. No.	Question Statement (As Per AKTU)	Session
2	6	Active listening	1.	Differentiate between active and passive listening.	2022-23
2	6	Traits of a good Listener	2.	What are the qualities that a good listener needs to possess?	2022-23
2	7	Listening and Note Taking	3.	Discuss the importance of Listening and Note taking.	2022-23
2	7	Listening Modes	4.	Give a detailed description of various modes of listening.	2022-23
2	8	Types of listening	5.	Explain various types of listening.	2022-23
2	9	Listening techniques using TED Talk	6.	How TED Talk is helpful in enhancing your listening skills?	2022-23
2	9	Audio listening with Script Reading	7.	How one can improve his/her listening skills with the help of TED Talk?	2022-23
2	10	Speaking Styles	8.	Discuss the various styles of speaking.	2022-23
2	10	Pronunciation	9.	Differentiate between Articulation and Pronunciation.	2022-23
2	10	Content & Sequencing	10.	Explain the usefulness of content sequencing.	2022-23

## CO-Wise AKTU Question Bank

Course: B.Tech

Subject Name: Soft Skills

Subject Code: BAS 105

Semester: I/II

CO No.	Lect. No.	Syllabus Topic (As Per LP)	Ques. No.	Question Statement (As Per AKTU)	Session
3	11	Reading Style	1.	Explain different methods of reading.	2022-23
3	11	Churning & Assimilation	2.	Compare Churning and Assimilation.	2022-23
3	12 & 13	Effective Writing Tools	3.	Write various tools of effective writing.	2022-23
3	12 & 13	Effective writing methods	4.	Discuss the various methods of effective writing.	2022-23
3	12 & 13	Effective Writing Tools & Methods	5.	Do you think a person having knowledge of various tools of effective writing can write an amazing paragraph? If yes, then why?	2022-23
3	14 & 15	Official & Business Letter Writing	6	Differentiate between a sales letter and an claim letter.	2022-23
3	16	Agenda	7	What are the five key steps to write a meeting agenda?	2022-23
3	17	Notice	8.	Describe the relevance of Notice in business communication.	2022-23
3	17	Notice	9.	Draft a notice to inform the participants for a meeting.	2022-23
3	17	MOM	10.	Discuss the relevance of a MOM.	2022-23

## CO-Wise AKTU Question Bank

Course: B.Tech

Subject Name: Soft Skills

Subject Code: BAS105

Semester: I/II

CO No.	Lect. No.	Syllabus Topic (As Per LP)	Ques. No.	Question Statement (As Per AKTU)	Session
4	18	Introduction to Oral Communication	1.	Describe advantages and disadvantages of oral communication.	2022-23
4	19	Nuances of Speech Delivery	2..	Describe the things that we need to take care of while making speech delivery.	2022-23
4	20	Methods /modes of speech delivery	3.	Describe various methods of speech delivery.	2022-23
4	21	Public Speaking	4.	Discuss the role of clarity and confidence in public speaking.	2022-23
4	22	Non-verbal Communication: Kinesics	5.	Describe the importance of body language in non- verbal communication	2022-23
4	23	Paralinguistic feature of voice dynamics	6.	Describe in detail all the paralinguistic features of voice dynamics.	2022-23
4	24	Proxemics and Chronemics	7.	Differentiate between Proxemics and Chronemics.	2022-23
4	25	Presentation Strategies- Planning and Preparation	8.	Establish the significance of audience analysis while preparing for a presentation.	2022-23
4	25	Presentation Strategies- Planning and Preparation	9.	Before giving a presentation why do we need to plan and prepare our content?	2022-23
4	26	Presentation Strategies – Organization and Delivery	10.	Write some tips to grab the attention of your audience while delivering your presentation?	2022-23

## CO-Wise AKTU Question Bank

Course: B.Tech

Subject Name: Soft Skills

Subject Code: BAS105

Semester: I/II

CO No.	Lect. No.	Syllabus Topic (As Per LP)	Ques. No.	Question Statement (As Per AKTU)	Session
5	27	Leadership qualities and its impact	1	Explain the traits of a leader in details.	2022-23
5	27	Leadership qualities and its impact	2	Illustrate the ways in which a leader is responsible for growth of his team members in the organization.	2022-23
5	28	Listening and Responding in leadership	3	Why a leader should have good listening and responding skills?	2022-23
5	28	Communication skills for leaders in workplace.	4	Explain the importance of communication skills for leaders.	2022-23
5	29	Mental health at work place: Managing stress; Techniques	5	Describe some general techniques of managing stress with help of various examples.	2022-23
5	29	Mental health at work place: Managing stress; Techniques	6	Describe various strategies to overcome work related stress.	2022-23
5	29	Mental health at work place: Managing stress; Techniques	7	Describe the physical, psychological and behavioral symptoms of stress and their effects.	2022-23
5	29	Mental health at work place: Managing stress; Techniques	8	Describe how stress at work place can impact an employee's performance?	2022-23
5	29	Applications of 4 A's	9	Differentiate between Adapt and Alter techniques of stress management.	2022-23
5	30	Applications of 4 A's	10	Explain how 4A's can help an individual to reduce his stress?	2022-23