

Total No. of Printed Pages:1

SUBJECT CODE NO: -ANP_1905

FACULTY OF HUMANITIES

B.A / B.Sc / B.Sc Course / B.Com / E-Comm / BSW / BCA / BBA (NEP) (P-2024) S.Y Sem III

Examination November / December 2025

English Soft Skills in English (Common Related Faculty Paper)

[Time: 1 Hours]

[Max. Marks: 30]

Please check whether you have got the right question paper.

N. B

- 1) Figures to the right indicate full marks.
- 2) The first question is compulsory
- 3) Use only blue or black pen.

Q1 Answer in full sentence by choosing the correct option.

- 1) _____ of the following best defines soft skills?
- | | |
|-----------------------------|---|
| a) Technical abilities | b) Interpersonal and behavioural skills |
| c) Machine-operating skills | d) Data-analysis skills |

- 2) _____ is NOT an aspect of soft skills?
- | | |
|----------------------------|-----------------------|
| a) Teamwork | b) Leadership |
| c) Personality development | d) Welding Techniques |

- 3) Telephonic communication requires _____
- | | |
|-----------------------|--------------------------------|
| a) Facial expressions | b) Clear voice and proper tone |
| c) Body language | d) Hand gestures |

- 4) _____ of the following is related to public addressing.
- | | |
|---------------------------|------------------------------|
| a) Making an announcement | b) Writing emails |
| c) Conducting interviews | d) Filling application forms |

- 5) Advanced speaking skills generally involve _____
- | | |
|----------------------|---|
| a) Using slang | b) Maintaining clarity, tone, and fluency |
| c) Speaking too fast | d) Interrupting others |

Q2 Answer the following questions. (Attempt any four.)

20

1. Explain the concept of soft skills. Discuss their significance in professional life.
2. Discuss the essential components of personality development in shaping an individual's success.
3. Describe the principles and techniques of making public announcements.
4. How can a person express disapproval or displeasure without damaging relationships? Illustrate with examples.
5. What are negotiation skills? Explain their importance with examples.
6. Describe the qualities of an effective oral presentation. Explain structure, delivery, and audience engagement.