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NOIDA INSTITUTE OF ENGINEERING AND TECHNOLOGY, GREATER NOIDA

(An Autonomous Institute Affiliated to AKTU, Lucknow)

B.Tech

SEM: VI - THEORY EXAMINATION (2023 - 2024)

Subject: Soft Skills & Personality Development

Time: 3 Hours

Max. Marks: 100

General Instructions:

IMP: Verify that you have received the question paper with the correct course, code, branch etc.

1. This Question paper comprises of **three Sections -A, B, & C**. It consists of Multiple Choice Questions (MCQ's) & Subjective type questions.
2. Maximum marks for each question are indicated on right -hand side of each question.
3. Illustrate your answers with neat sketches wherever necessary.
4. Assume suitable data if necessary.
5. Preferably, write the answers in sequential order.
6. No sheet should be left blank. Any written material after a blank sheet will not be evaluated/checked.

SECTION A

20

1. Attempt all parts:-

- | | | |
|------|---|---|
| 1-a. | Which of the following is an example of written communication? CO1 | 1 |
| | (a) A face-to-face conversation | |
| | (b) A text message | |
| | (c) A phone call | |
| | (d) A video conference | |
| 1-b. | A group discussion must advance _____. CO1 | 1 |
| | (a) truth | |
| | (b) dishonesty | |
| | (c) Personal glory | |
| | (d) arguments | |
| 1-c. | Haptics in non-verbal communication is concerned with: CO2 | 1 |
| | (a) Facial expressions | |
| | (b) Touch and physical contact | |
| | (c) Proxemics | |
| | (d) Vocal pitch | |
| 1-d. | What role does non-verbal communication play in the perception of leadership qualities? CO2 | 1 |

- (a) Minimal impact
 (b) Negative impact
 (c) Positive impact
 (d) Irrelevant
- 1-e. Job Interviews are interaction or conversations with? CO3 1
 (a) Informal attitude
 (b) Alter Ego
 (c) Extreme Profoundness
 (d) Purpose
- 1-f. Suppose you are put into a formal conversation between two or more people, especially arranged for the assessment of the qualifications and suitability; what would you call it? CO3 1
 (a) Online chatting
 (b) Interview
 (c) Brainstorming
 (d) Debate
- 1-g. Listening is the ability to _____ and appropriately respond to the meaning of another person's spoken and nonverbal messages. CO4 1
 (a) Understand
 (b) Analyze
 (c) Respect
 (d) all of these
- 1-h. Amrit wants to communicate effectively, he should avoid: CO4 1
 (a) Sharing of Activity
 (b) Listening
 (c) Ambiguity
 (d) Politeness
- 1-i. The tone of voice in communication refers to CO5 1
 (a) utilization of words or phrases to create an impact on the audience.
 (b) business interaction with customers
 (c) a powerful weapon for moulding the public's view
 (d) All of these
- 1-j. Which of these qualities are important in group discussion? CO5 1
 (a) Emotional stability
 (b) Hostility

- (c) Ignorance
- (d) Aggressiveness

2. Attempt all parts:-

- 2.a. How important is listening in communication skills? CO1 2
- 2.b. Describe the significance of facial expressions in conveying emotions non-verbally. CO2 2
- 2.c. What is the importance of resume in a job interview? CO3 2
- 2.d. "The appropriate greeting when emailing a stranger is "Dear Sir/Madam". Give a reason. CO4 2
- 2.e. What do you gain from communication skills? How 'communication skills' is important? CO5 2

SECTION B

30

3. Answer any five of the following:-

- 3-a. Elaborate the skills assessed in a group discussion. CO1 6
- 3-b. Read the following case study. Identify the problem and possible solution to the problem. CASE 1: The promising chemist who buried his results. Bruce, a research chemist for a major petrochemical company, wrote a dense report about some new compounds he had synthesized in the laboratory from oil-refining by-products. The bulk of the report consisted of tables listing their chemical and physical properties, diagrams of their molecular structure, chemical formulas, and data from toxicity tests. Buried at the end of the report was casual speculation that one of the compounds might be a particularly safe and effective insecticide. Seven years later, the same oil company launched a major research program to find more effective but environmentally safe insecticides. After six months of research, someone uncovered Bruce's report and his toxicity tests. A few hours of further testing confirmed that one of Bruce's compounds was the safe, economical insecticide they had been looking for Bruce had since left the company, because he felt that the importance of his research was not being appreciated. CO1 6
- 3-c. Discuss the role of body posture in non-verbal communication. How does posture convey information about an individual's confidence, openness, or discomfort, and why is it essential to be mindful of one's posture in different contexts? CO2 6
- 3-d. Explore the influence of non-verbal cues on first impressions. How do factors like handshake, facial expressions, and overall body language contribute to forming initial judgments about a person? CO2 6
- 3.e. Briefly discuss SWOT analysis. CO3 6
- 3.f. How can tone and emotions be understood in writing? CO4 6

- 3.g. Can you give an example of how reframing a negative situation into a learning opportunity can foster a positive attitude? Discuss. CO5 6

SECTION C

50

4. Answer any one of the following:-

- 4-a. Harrey discusses the benefits of offline classes in a group discussion and gets aggressive over a point. Is he going to be selected? Yes/No. Give reasons. CO1 10
- 4-b. Write down 10 domain specific terms of your field. CO1 10

5. Answer any one of the following:-

- 5-a. Examine the cultural differences in non-verbal communication. How do gestures, expressions, and personal space norms vary across cultures, and how can individuals navigate these differences for effective cross-cultural communication? CO2 10
- 5-b. Discuss the potential misinterpretations of non-verbal cues and the importance of context in understanding them. How can cultural, situational, or individual factors influence the way non-verbal communication is perceived? CO2 10

6. Answer any one of the following:-

- 6-a. Write down 10 skills required for a group interview. CO3 10
- 6-b. Telephonic interviews and online interviews are now replacing the traditional in-person interview, what is the reason behind it, explain in your own words. CO3 10

7. Answer any one of the following:-

- 7-a. "Reading comprehension" is a way to analyse the mental barrier". Explain. CO4 10
- 7-b. Write a review on the following given text given below in 100 to 120 words: Henrietta Lacks was an African American woman whose cells were taken without her knowledge in 1951 when she was being treated for cervical cancer at Johns Hopkins Hospital. These cells, named HeLa cells, were the first human cells to survive and thrive in a laboratory setting. They became a cornerstone of medical research, contributing to numerous scientific breakthroughs. CO4 10

8. Answer any one of the following:-

- 8-a. "The more we give importance to skill development, the more competent will be our youths." Comment on the given statement. CO5 10
- 8-b. Discuss the benefits of breaking down large tasks into smaller, manageable chunks to improve productivity. CO5 10