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First Year BSc Data Sci/BSc Gen/BSc CS/BSc Biotech/BVoc/BCA/BBACA
24ENG11506: AEC-ENGLISH (DEVELOPING COMMUNICATIVE COMPETENCE IN ENGLISH)
(Semester I)

Program: BSc Data Sci/BSc Gen/BSc CS/BSc Biotech/BVoc/BCA/BBACA
Program Specific: BSc Data Sci/Gen/CS/Biotech/BVoc/BCA/BBACA (English)
Course Type: AEC (Ability Enhancement Course)
Paper: I

Credits: 2
Time: 2 Hours
Max. Marks: 30
SET: A

Instructions to the candidate:

- 1) All questions are compulsory.
- 2) Figures to the right indicate full marks.
- 3) Draw a well labelled diagram wherever necessary.

Q1) Answer ANY FIVE of the following questions in about 30-50 words each. [5 X 2= 10]

- a. Explain the concept of passive listening with suitable example.
- b. How is summarizing different from paraphrasing?
- c. Discuss the importance of note-taking during lectures.
- d. What is the significance of listening in communication?
- e. What are the features of an effective business email?
- f. Explain the importance of reading and making notes.
- g. What is scanning in reading skills? Why is it important?

Q2) Answer ANY THREE of the following questions in about 80-100 words each. [3 X 4= 12]

- a. List out some strategies to become a good reader.
- b. How can one effectively take notes while listening?
- c. Discuss the significance of writing an email for official communication.
- d. What are the techniques for expanding ideas in an essay?
- e. How can we improve our listening skills?

Q3) Answer ANY TWO of the following questions in about 80-100 words each. [2 X 4= 08]

- a. Draft a notice for your college's annual cultural event, mentioning the date, time, and place of the event. Provide all necessary details for participants.
- b. Write **paragraph** on the following topic: **Is technology making us more isolated than ever?**
- c. Read the passage carefully and **make notes** from it:

The Importance of Emotional Intelligence in the Workplace

Emotional intelligence (EI) refers to the ability to recognize, understand, manage, and influence emotions—both in oneself and in others. In today's workplace, EI is increasingly recognized as a key factor in achieving professional success, as it plays a crucial role in leadership, teamwork, and conflict resolution. Employees with high emotional intelligence tend to be better at managing stress, adapting to change, and building strong interpersonal relationships. Leaders who possess EI are more likely to foster positive work environments, motivate their teams, and handle difficult situations with empathy and composure. Unlike IQ, which remains relatively fixed throughout life, emotional intelligence can be developed and improved with practice. Techniques such as mindfulness, self-awareness training, and empathy exercises are often used to enhance emotional intelligence in professional settings. As workplaces become more collaborative and dynamic, emotional intelligence is increasingly seen as essential not only for personal well-being but also for organizational success.

- d. Draft a short article for a digital news platform discussing the impact of remote work on employee productivity.
