





CERTIFICATION PROGRAMME

Communicative English and Soft Skills

From

14th March - 25th May 2023

Convener: Mr. Abhay N Tripathi, Associate Professor, MIMT

For BCA IInd Semester

Resource Person

Dr. Anju Tripathi Assistant Professor, MIMT

www.mangalmay.net.in | Plot No. 8 & 9, Knowledge Park-II, Greater Noida, Delhi-NCR, India

Syllabus Communicative English and Soft Skills

Duration: 30 hours

Module I:

Introduction to Soft Skills, Aspects of Soft Skills, Effective Communication Skills, Classification of Communication, Personality Development, Positive Thinking

Module II:

Negotiation Skills, Culture as Communication, Telephonic Communication Skills, Communicating Without Words, Paralanguage.

Module III:

Resume, Curriculum Vita e, Scannable Resume, Developing an Impressive Resume, Formats of Resume, Job Application or Cover Letter

Module IV:

Facing Job Interviews, Emotional Intelligence & Critical Thinking, Applied Grammar.

Module V:

Creativity at Workplace: Introduction, Current Workplaces, Creativity, Motivation, Nurturing Hobbies at Work, The Six Thinking Hat Method

Text book:

1. Soft Skills: an Integrated Approach to Maximize Personality, Gajendra S. Chauhan, Sangeeta Sharma, Wiley India

Additional References:

- 1. Personality Development and Soft Skills, Barun K. Mitra, Oxford Press
- 2. Business Communication, ShaliniKalia, ShailjaAgrawal, Wiley India
- 3. Soft Skills Enhancing Employability, M. S. Rao, I. K. International
- 4. Cornerstone: Developing Soft Skills, Sherfield, Pearson India





Schedule

Duration:30 hours						
Session	Content	Time	Date			
1.	Introduction to Soft Skills, Aspects of hard skills	03:00-04:30	14/03/2023			
2.	Effective Communication Skills, Advantages of written communication.	03:00-04:30	15/03/2023			
3.	Personality Development, Importance of personality Development, Personality Development Tips	03:00-04:30	21/03/2023			
4.	Positive Thinking and its Benefits.	03:00-04:30	22/03/2023			
5.	How to practice Positive Thinking	03:00-04:30	28/03/2023			
6.	Negotiation Skills, Benefits of negotiation skills	03:00-04:30	29/03/2023			
7.	Examples of negotiation skills, Telephonic Communication Skills	03:00-04:30	04/04/2023			
8.	Tips to improve your negotiation skills	03:00-04:30	05/04/2023			
9.	Explain Culture as Communication. The Relationship ship between Communication and Culture.	03:00-04:30	11/04/2023			
10.	Resume, Curriculum, Formats of Resume, job application or cover Letter	03:00-04:30	12/04/2023			
11.	Difference between CV, resume and biodata.	03:00-04:30	18/04/2023			
12.	Facing job interview. Emotional Intelligence critical thinking	03:00-04:30	19/04/2023			
13.	Creativity at workplace, Practice of IQ test.	03:00-04:30	25/04/2023			
14.	Creativity, Motivation	03:00-04:30	26/04/2023			
15.	Nurturing Hobbies at work. Given task in the class.	03:00-04:30	02/05/2023			
16.	Introduction of yourself. Mock Interview in Class	03:00-04:30	03/05/2023			
17.	How to introduce in Corporate. Given tips	03:00-04:30	09/05/2023			
18.	The six thinking Hat Method, Six types of Method	03:00-04:30	10/05/2023			
19.	Applied in Practical life six thinking Method.	03:00-04:30	16/05/2023			
20.	Objectives of the Method Applied Grammar and Alternative words.	02:00-03:30	25/05/2023			





	Report					
Name of Activity	Communicative English and Soft Skills					
Date	14 th March 2023 to 25 th May 2023					
Venue	BCA Classroom					
Organized by	Computer Application Department					
Resource Person	Dr. AnjuTripathi, Assistant Professor, MIMT					
Beneficiary	BCA 2 nd Semester (105 Students)					
Convener:	Mr. Abhay N Tripathi, Associate Professor, MIMT					
Objective	 When students complete Intro to Soft skills and hard skills, they will be able to: Build basic Knowledge of written and oral communication skills like Negotiation skills, Telephonic Communication skills, Soft skills Improves Creativity at workplace, Motivation, Nurturing 					
	Hobbies at work.Soft Skills gives knowledge how to face job interview.					
Content	With the initiative of IQAC, Mangalmay Institute of Management and Technology organized add on certification course on "Introduction to Communicative English and Soft Skills". The course enabled the students to defining basics of Soft skills, what it comprises and its importance in modern day organization. Day1: The session started with the discussion on the introduction of Communicative English and Soft skills Day2:In this session, Students learnt What are Soft Skills and Hard Skills. Learned about the benefits of soft skills and hard skills. Day3:In this informative session, students knew about the Broad Types of Soft Skills. Day4: The resource persons started the session with discussion on How to improve your Soft Skills. Day5: In this session, learnt about the Advantages of Written Communication and Disadvantages of Written Communication. Day6: The aim of the session was How to improve in Personality Development and its importance. Day7:This session was started How students can improve the Telephonic conversation skills. Day 8: In this session, the resource persons discussed about Negotiation					
	Skills and Benefits of negotiation Skills. Day9:The resource persons discussed how to build the Relationship Between Communication and Culture. Day10:This session starts with the Resume, Curriculum, Formats of Resume, job application or cover Letter Day11:This session discussed About the Resume. Day12:In this session, Difference between CV, resume and Biodata. Day13: In this session, resource person discussed Step guide to Making the Perfect Resume. Day14: Resource person discussed about the basic job Application or Cover Letter. Day15The resource person Given task in the class for Nurturing Hobbies at work. Day16:The resource person gave interview related questions in class. Day17: How to introduce yourself in corporate give some tips by the resource person					





	Day18 Students learned about the six method of learning. How they can						
	use in corporate.						
	Day19.Resourse person gives practical knowledge. Why this method is						
	important.						
	Day20: Students learned about the Objectives of the Method Applied						
	Grammar and Alternative words.						
Outcome	 Understanding about the basic concepts of Communicative 						
of Activity	English and Soft Skills.						
	• The course teaches you the essential concepts of Soft						
	Skills, and gives you an in-depth knowledge in Personality						
	Development, Improve Written and Oral Communication						
	Skills.						

Resource Person Profile

Name: Dr. AnjuTripathi, Assistant Professor

Org: MIMT, GreaterNoida

Research Area: Indian Economy

Core Skills: Business Communication, Economics

Qualification: M.Phil, PhD,

Experience: 9 years

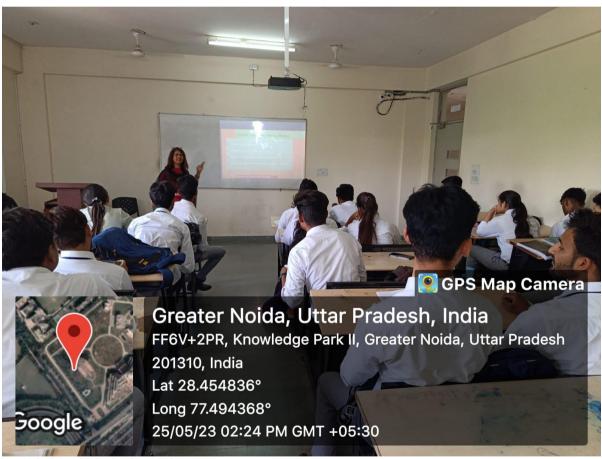


Figure 1 Dr. AnjuTripathi during her session.





Certificate Template:







CERTIFICATE OF COURSE COMPLETION

This is to certified the AAKASH CHAUHAN student of BCA (Batch: 2022-25) has successfully completed 30 Hours course on "Communicative English & Soft Skills" from 14-March-2023 to 25-May-2023

WILLE.

PRINCIPAL Mangalmay Institute of Management & Technology CONVENER Mangalmay Institute of Management Technology



Note - taking

Mangalmay Institute of Management Technology Greater Noida (U.P.)



Course: BCA Time: 30 Min ADD-ON COURSE QUIZ Date: 0 8/06/2023 . Course Name: Communicative English & Soft Skills Abhishek Pal Year/Sem: 1/11 Roll No: Name: Note: All questions are compulsory. Each question will carry'1'mark and there is no 'NegativeMarking' 1) The first model of communication is said to have been developed by. ar Plato c.) Ptolemy d.) Steiner 2) A group of words that makes complete sense or gives complete meaning is called a b.) Phrase a.) Clause de Sentence c.) Principal clause 3) The English ----- won the world cup. b.) has a.) is d.) are (c) have 4) Somebody-----(Play) the drums. The simple past form of the word 'play 'to fill the blank----b.) Was playing a Played d.) Had been playing c.) Had played 5) During an oral presentation ----- is the stage where you tell the audience, the aim of your presentation. b.) Introduction A Background X d.) Question session c.) Conclusion 6) OHP means ----b.) On Hand Projection a.) On Head Projector d.) Over Hand Projection Over Head Projector 7) In an oral presentation, the listeners can clarify their doubts in the session. b.) Description of methods and results a.) introduction c.) Conclusions, suggestions, and d. Audience questions summary 8) Reading for the information on the background of the organization where one is working is called.b.) External Information Internal Information d.) Action information c.) Intra information 9) Looking quickly over a book to get a superficial idea of the content is called as --a.) Intensive Reading b.) Extensive Reading d.) Scanning 10) In a business letter----- indicates to the reader of the letter, What the letter is about. b.) Date a.) Head d.) Reference Subject The response to a sender's message is called 11) b.) Decoding a.) Channel d.) Medium communication includes tone of voice body language, facial expressions etc. 12) Lateral Non-verbal Formal Verbal Letter, e-mail telephone are examples of 13) Feedback Message d.) Decoding Channel is a technique that involves changing a text-matter so that it is similar to the main source. 14)

9

15)	c.) Summarizing In Listening th	d.) 1 e difference between the so	Precis writer punds is identified
	Discriminative	b.)	Comprehension (
	c.) Dialogic		Empathetic
	1.0%	For Departmental	use only
	Max. Marks: 15	Mark	s Obtained: 12
	Name of Evalua	or: Sign.	Aniu
,	Anny Toliba	tli	





Course: BCA

ADD-ON COURSE QUIZ

Time: 30 Min

Course Name: Communicative English & Soft Skills Date: 08| 06| 2013

Roll	Name:	Deepak	Year/Sem: 1/11
Mate: Al	t	Each question w	ill carry'l'mark and there is no RegativeMarking'
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) Plato		Aristotle Steiner
c.	Ptolemy	d.)	as complete meaning is called a
2) A gr	oup of words that makes cor	npiete sense of giv	ves complete meaning is called a Phrase
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3) The	English won the worl		
a,) is	,	has ()
, c,	- have	d.)	are
4) Son	nebody(Play) the drun	as. The simple pas	t form of the word 'play 'to fill the blank
2.	> Played	D.)	was playing
c.) Had played	d.)	Had been playing the aim of your presentation
5) Duri	ng an oral presentation	is the stage w	here you tell the audience, the aim of your presentation
a,) Background	D.T	Introduction
) Conclusion	d.)	Question session •
	means	· L\	On Hand Projection
	On Head Projector	D.)	Over Hand Projection Over Hand Projection In June 19 19 19 19 19 19 19 19 19 19 19 19 19
V.	Over Head Projector	(l.)	ir doubts in the session
7) In ar	oral presentation, the lister	iers can clarify the	Description of methods and results
) introduction		Audience questions
c.) Conclusions, suggestions	and a.j	Addience questions
0) D	summary	the background of	the organization where one is working is called.
8) Read	Internal Information	h)	External Information
) Intra information		Action information
C.	ing quickly over a book to	get a superficial id	lea of the content is called as
9) L00) Intensive Reading	b.T	Extensive Reading 4
) Skimming	d.)	
10) In a	business letter indic		of the letter, What the letter is about.
) Head	b.)	Date ()
	Y Subject	d.)	Reference
11) TI	ne response to a sender's m	essage is called _	
,	_	b.)	Decoding
	Channel	4)	Decoding
Ç.	Feedback	u.)	Medium
12)	communi	cation includes ton	e of voice body language, facial expressions etc.
a.)	Non-verbal	b.)	Lateral
2)4		1.	α
C.1	Verbal	ŕ	Formal
13) Lo	etter, e-mail telephone are e		
a.)	Message	b.)	Feedback
C.	Y Channel	d.)	
14)	is a technique that in	,	a text-matter so that it is similar to the main source.
a.)		1. \	
α.)	Note – taking		Paraphrasing





Course: BCA

ADD-ON COURSE QUIZ

Time: 30 Min

Course Name: Communicative English & Soft Skills Date: 58 66 2023 Year/Sem: 1/11

	Roll No:	Name: Deepa	K		7 0.11.	W.	to to a set
	Note: All questions are con	mpulsory. Each que	stion will	carry'1'mark	and there is	no Degative Ma	irking
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	3) The Englishwor	Tille world cup.	1. \ 1.				
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	c.) have 4) Somebody(Play)) the drums. The sin	ipie past i	Was playing	Gra play		
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	c.) Had played 5) During an oral presenta	ic the	ctage whe	re you tell the	e audience, the	e aim of your pr	esentation
	5) During an oral presenta	ation is the	stage who	troduction	\sim		
	a.) Background		4) O	uestion sessi	on U		
	c.) Conclusion		u.) Q	dostron sessi			
	6) OHP means		h) O	n Hand Proje	ection		
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	7) In an oral presentation,	the listeners can cla	irity their	doubts in the	SCSSIUII.		
	a.) introduction	the historiers can are	b.) D	escription of	methods and	results	
	c.) Conclusions, sug	gestions, and	d.\www.A	udience ques	stions		
	8) Reading for the inform	nation on the backgro	ound of the	e organizatio	n where one i	s working is cal	led
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	9) Looking quickly over a	a book to get a super	rficial idea	of the conte	nt is called as		
	a.) Intensive Read	ing	D:)	Extensive Re	eading 4		
	c) Skimming			Scanning			
	10) In a business letter	indicates to the	reader of	the letter, Wh	nat the letter is	s about.	
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	Subject		,	Reference			
1	11) The response to a se	nder's message is c	alled				
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			d.) M	ledium			
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1	14) is a technic	que that involves ch			that it is sim	ilar to the main	source.
	a.) Note - taking		b.) P	araphrasing	-		

c. 15)	Summarizing InListening the difference	d.) Precis writer between the sounds is identified
رهـ د.	Discriminative Dialogic	b.) Comprehension (i) d.) Empathetic
	For	Departmental use only
	Max. Marks: 15	Marks Obtained: (13)
	Name of Evaluator:	Sign. And
	Ann To shate	7-1-1-1





Course: BCA

ADD-ON COURSE QUIZ

Time: 30 Min

Course Name: Communicative English & Soft Skills Date: 68106 2023

	Roll No:	Name:	Grawrav		Year/Sem: I	/II
N	lote: All questions are co	ompulsory.	Each question w	ill carry'l'mark and	d there is no Heg	gativeMarking*
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	c.) Ptolemy		d.)	Steiner		
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	a.) Clause		b.))	
	c.) Principal clause	2	d)	Sentence		
	3) The Englishwo		cup.			
	a.) is			has (1)		
	have کری			are		
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	c) Had played		d.)	Had been playing		
5	5) During an oral presen	tation	is the stage w	here you tell the aud	dience, the aim of	your presentation.
	a.) Background		b.)	Introduction		
	c.) Conclusion		d.)	Question session		
6	6) OHP means					
	a.) On Head Project	ctor		On Hand Projection		
	c.) Over Head Proj	ector		Over Hand Project		
7	7) In an oral presentation	, the listene	rs can clarify the	ir doubts in the sess	ion.	
	a.) introduction			Description of met		•
	c.) Conclusions, su	ggestions, a	nd d.)	Audience questions	s ()	
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8) Reading for the inform	nation on the	b.)	External Informat	ion	g is cancu
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	c.) Subject		d.)	Reference	(
11)	The response to a se	ender's mess	sage is called			
)	a.) Channel		b.)	Decoding (
	c.) Feedback		d.)	Medium	•	
12)		communicat	ion includes ton	e of voice body lang	guage, facial expr	ressions etc.
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13)	Letter, e-mail teleph	one are exa				
13)	a)		L)	Zaadhaada 🕥		
	Message			Feedback U	e de la companya de l	
	Channel		d.)	Decoding		agent feets
14)		que that invo		text-matter so that	it is similar to the	e main source.
	a.) Note – taking		b.) I	Paraphrasing		

15)	c.) Summarizing In Listening the dif		Precis writer sounds is identified	
,	Discriminative C.) Dialogic	b.) d.)	Comprehension Empathetic	
		For Department	al use only	
	Max. Marks: 15	Mar	ks Obtained: (12)	
	Name of Evaluator:	Sign		
	Anju Toupathu		Hily	





Course:	BCA

ADD-ON COURSE QUIZ

Course Name: Communicative	English & Soft Skills	Date: 68/06/202 3

	Course						
Roll No:		Harren				/Sem: [/][
Note: All qu	estions are compulsory.	Each question	n will carr	y'1'mark and	there is	no 'Negativ	eMarking'
1) The first	t model of communicatio	n is said to ha	ve been de	veloped by.	~		
a.) I			by Arist	totle ()		
c) I	Ptolemy		d.) Stein				
2) A group	of words that makes con	iplete sense o	r gives con	nplete meani	ng is calle	ed a	
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	rincipal clause	_	d. Sente	ence			
	glish won the world	•					
			b.) has	\sim			
a.) is			d.) are				
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4) Somebo	ody(Play) the drum	s. The simple	b.) Was	playing	play to h	ii tiio oiliiii	
	Played			piaying been playing			
c.)	Had played		d.) Had	been playing	lience the	aim of you	r presentation
5) During a	an oral presentation	is the stag	b. Introd	ou tell the auc	ilelice, the	ann or you	, p. 000
	ackground	•		ion session	(1)		
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	n Head Projector		d) Over I	Hand Projection	ion ()		
	ver Head Projector	ana aan alarifa	their doub	to in the sess	ion		
	al presentation, the listen	ers can claimy	h) Descri	iption of meth	hode and t	esults	
,	troduction	and		nce questions			
	onclusions, suggestions,	and ,	d.) Audie	nce questions	•		
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	nternal Information	le background	h) Exter	mal Informat	ion	A/	ouniou.
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0) I colsing	quickly over a book to g	ret a superfici					
9) Looking	ntensive Reading	ct a superifici	h) Exter	nsive Readin	o A	7	
	Skimming		d.) Scan)	
10) In a bus	iness letter indica				e letter is	about	
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a.) Ch	annel		b.) Decodi	ing \bigcup	/		
c.) Fe	edback		d.) Mediu	m			
12)		ntion includes	tone of vo	ice body lan	guage, fac	ial expressi	ons etc.
2)4			. 1	-	55.,	in onproof	ons etc.
No No	n-verbal		Lateral				
c.) Ve	rbal	C	l.) Formal				
	, e-mail telephone are ex	amples of					
2)		-).) Feedba	ale M		•	
IVIC	essage		reedoa				
	Channel	rolving alam =		oding	.,		
14)	is a technique that in	•	\	natter so that	it is simil	ar to the ma	un source.
a.) No	te – taking	t.	Paraph	rasing			
			•	~ (1)	* I		

Summarizing ln Listening the difference be	d.) Precis writer etween the sounds is identified
Discriminative	b.) Comprehension
c.) Dialogic	d.) Empathetic
For D	epartmental use only
Max. Marks: 15	Marks Obtained: (14)
Name of Evaluator:	Sign. Arjy
Anju Toupater	· J



Note - taking

Mangalmay Institute of Management Technology Greater Noida (U.P.)



Course: BCA Time: 30 Min ADD-ON COURSE QUIZ Course Name: Communicative English & Soft Skills Date: 08/06/2023 Roll No: Nikita Name: Note: All questions are compulsory. Each question will carry'l'mark and there is no 'NegativeMarking' 1) The first model of communication is said to have been developed by. ل Aristotle a.) Plato d.) Steiner c.) Ptolemy 2) A group of words that makes complete sense or gives complete meaning is called a b.) Phrase a.) Clause d. Sentence c.) Principal clause 3) The English ----- won the world cup. b.) has a.) is c) have d.) are 4) Somebody-----(Play) the drums. The simple past form of the word 'play 'to fill the blank-----Was playing 2.7 Played d.) Had been playing c.) Had played 5) During an oral presentation ----- is the stage where you tell the audience, the aim of your presentation. by Introduction a.) Background d.) Question session c.) Conclusion 6) OHP means ----b.) On Hand Projection a.) On Head Projector d.) Over Hand Projection c. VOver Head Projector 7) In an oral presentation, the listeners can clarify their doubts in the session. b.) Description of methods and results a.) introduction d.) Audience questions c.) Conclusions, suggestions, and summary 8) Reading for the information on the background of the organization where one is working is called.b.) External Information Internal Information Action information d.) c.) Intra information 9) Looking quickly over a book to get a superficial idea of the content is called as ---Extensive Reading a.) Intensive Reading Scanning d.) c. Skimming 10) In a business letter----- indicates to the reader of the letter, What the letter is about. Date b.) a.) Head c.) Subject Reference The response to a sender's message is called 11) b.) Decoding a.) Channel d.) Medium Feedback communication includes tone of voice body language, facial expressions etc. 12) Lateral Formal Verbal Letter, e-mail telephone are examples of 13) Feedback Message d.) Decoding X Channel is a technique that involves changing a text-matter so that it is similar to the main source. 14)

Summarizing 15) In Listening the difference	d.) Precis writer between the sounds is identified
Discriminative C.) Dialogic	d.) Comprehension Empathetic
For	Departmental use only
Max. Marks: 15	Marks Obtained: (14)
Name of Evaluator:	Sign. Anjy



a.) Intensive Reading

c.) Skimming

∕Subject

Note - taking

a.) Head

11)

Mangalmay Institute of Management Technology Greater Noida (U.P.)

Course Name: Communicative English & Soft Skills



Course: BCA

ADD-ON COURSE QUIZ

Time: 30 Min

Date: 08/06/2023

Roll No:	Name:	Palak		Year/Sem:	1/11
Note: All questions are co	ompulsory.	. Each question	will carry'1'mark a	and there is no 'Ne	gativeMarking'
1) The first model of cor	nmunicatio			<i>'</i> .	
a.) Plato			Aristotle ()	
c.) Ptolemy		d.		1	
2) A group of words that	makes con			ning is called a	
a.) Clause		b.			
c.) Principal clause		d.	Sentence		
3) The Englishwo	on the world	d cup.			
a.) is		b.	has &		
c.) have		d.	are		
4) Somebody(Play	y) the drum	s. The simple pa	st form of the word	d 'play 'to fill the b	lank
(a) Played	50°		Was playing		
c.) Had played		d.	Had been playir	ng .	
5) During an oral presen	tation	is the stage	where you tell the a	udience, the aim o	f your presentation
a.) Background		b	Introduction	(i)	
c.) Conclusion		d.	Question session		
6) OHP means					
 a.) On Head Project 	ctor	b.	On Hand Projecti	ion	
Over Head Proj	ector	d.	Over Hand Project	ction U	
In an oral presentation	, the listen				
a.) introduction		b.)	Description of me	ethods and results	
c.) Conclusions, su summary	ggestions,	and d.	Audience questio	ons (i)	
8) Reading for the inform	nation on tl	he background o	f the organization w	where one is working	ng is called
a.) Internal Inform			External Inform		C
c.) Intra informati		d.			
9) Looking quickly over		get a superficial	dea of the content i	is called as	

b.)

d.)

b.) d.)

10) In a business letter----- indicates to the reader of the letter, What the letter is about.

Extensive Reading

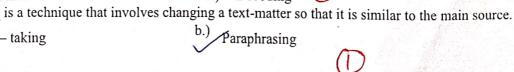
Scanning

Reference

d.) Decoding

	Channel .		Decoding	(1)	
	c.) Feedback		d.) _{Medium}		
12)		communication incl	udes tone of voice bo	ody language, fa	icial expressions etc.
	a.) Non-verbal		b.) Lateral	~	· 1,
	c.) Verbal		d.) Formal		
(3)	Letter, e-mail telep	hone are examples of	of		
	a.) Message		b.) Feedback	(X)	
	c.) Channel		d.) Decoding		

The response to a sender's message is called



15)	c.) Summarizing In Listening the differen	d.) Precis writer nee between the sounds is identified
	Discriminative c.) Dialogic	b.) Comprehension d.) Empathetic
	J	For Departmental use only
	Max. Marks: 15	Marks Obtained: 13
	Name of Evaluator:	Sign.
	Anin Toi pathi	





Course: BCA

ADD-ON COURSE QUIZ

Course Name: Communicative English & Soft Skills	Date: 08/06/2023

Roll N	o:	Name:	Ritu			Year/Sem:	1/11	
Note: Al	questions are com	pulsory. I	Each question v	ill carry'1'ma	rk and the	ere is no 'Ne	gativeMar	king'
1) The f	irst model of comn	nunication	is said to have	been developed	d by.	Ω		
, ax	Plato		b.)			\cup		
	Ptolemy		d.)	Steiner				
2) A gro	oup of words that m	akes comp	lete sense or gi	ves complete r	neaning is	s called a		
	Clause	a	b.)	Phrase				
	Principal clause		d.)	Sentence)		
	Englishwon	the world	cup.					
	_			has	m			
a.)	/ have			are				
4) Som	ebody(Play)	the drums			ord 'play	'to fill the l	blank	
4) 30111	Played	ine urums.	b.)	Was playing	,	~		
	Had played		d.)	Had been pla		(U)		
5) Durin	g an oral presentat	ion	u., is the stage w	here you tell th	ne audiend	ce, the aim o	of your pre	sentation.
	Background	1011	h \	Introduction		S	, ,	
	Conclusion			Question sess	ion ()		
	means		u .)	Questionis				
,	On Head Projecto		b.)	On Hand Proj	ection	\sim	•	
,	Over Head Project		,	Over Hand Pr		\bigcirc		
7) In an	oral presentation, the	he listener				•		
	introduction	no notono:	b.)	Description o	f methods	and results		
,	Conclusions, sugg	estions ar		Audience que		\bigcap		
C.)	summary	CStrons, ar		riadiones que				
8) Readi	ng for the informat	tion on the	background of	the organization	on where	one is worki	ing is calle	:d
	Internal Informat		b.)	External Info	ormation			
	Intra information		,	Action infor				
	ng quickly over a b					ed as		
	Intensive Reading		b.)			\bigcap		
,	Skimming .	Ь	d.)			\cup		
	usiness letter	indicate	,		hat the le	tter is about		
,	Head	marcuit	b.)		~			
	Subject		d.)		(1)			
	response to a send	ler's mess	,		$\overline{}$			
/	•				~			
a.,	Channel		• • • • • • • • • • • • • • • • • • • •	Decoding	()			
c.)	eedback		d.)	Medium				
12)		nmunicati	on includes ton	e of voice bod	y languag	e, facial ex	pressions e	etc
1			1. \		,	, - ,		
E N	Non-verbal			Lateral	(1)			
c.) _\	/erbal		d.)	Formal				
	er, e-mail telephon	e are exam	nples of			9 1		
/	•		h)		Ω			
N	1essage		•	Feedback				
	Channel		. d.)	Decoding		F. 14		
14)	is a technique	that invo	lves changing a		that it is	similar to t	he main so	ource.
a.) N	lote – taking		0.)	Paraphrasing				

c.) Summarizing 15) In Listening the difference between	d.) Precis writer ween the sounds is identified
Discriminative c.) Dialogic	d.) Comprehension d.) Empathetic
For Dep	partmental use only
Max. Marks: 15	Marks Obtained: 15
Name of Evaluator:	Sign. Avisy
Ant T . 10.	





Course: BCA

ADD-ON COURSE OUIZ

		Course Name: Co			& Soft Skills	Date: 08	06/2023
	Roll No:	Name: 54	muti'			Year/Sem: I	/II 4],
	Note: All questions are co	ompulsory. Each q	uestion w	ill carry'1'	mark and th	nere is no 'Neg	gativeMarking'
	 The first model of cona.) Plato Ptolemy A group of words that a.) Clause 	makes complete so	d.) ense or giv b.)	Aristotle Steiner ves comple Phrase	te meaning	is called a	
	c.) Principal clause 3) The Englishwo		d.)	_Sentence			
	a.) is a.) have 4) Somebody(Play A.) Played		d.)	t form of th Was play	ing (y 'to fill the b	lank
	c.) Had played	ation is th	d.)			oo the aim of	Evour presentation
	5) During an oral presenta.) Backgroundc.) Conclusion6) OHP means		b.)	Introduction S	on /	D	your presentation
	a.) On Head Projecc.) Over Head Projec7) In an oral presentation.	tor eçtor	d.) larify thei	r doubts in	l Projection the session		•
	 a.) introduction c.) Conclusions, sugarmary 	ggestions, and		Description Audience		ls and results	
	8) Reading for the inform a. Internal Inform c.) Intra information 9) Looking quickly over a	ation on	b.) d.) erficial ide	External l Action in ea of the co	Information formation ontent is call	①	
	a.) Intensive Read c.) Skimming 10) In a business letter		b.) d.) e reader o	Scanning		etter is about.	
	a.) Head		b.)	Date			
11	-	nder's message is	h)	Referenc	e •		
	a.) Channel		, , ,	Decoding	\odot		
12	c.) Feedback	ommunication inc	udes tone	Medium	ody langua	ge facial evor	raccione eta
12	a.) Non-verbal	ommunication me	b.) I	Lateral	CD	go, iaciai expi	essions etc.
	c.) Verbal			Formal			
13	a.) Message	one are examples o	b.) F	eedback	\mathcal{O}		
14		ue that involves cl	1 1	_	so that it is	s similar to the	e main source.
	a.) Note – taking		0.) P	araphrasin	g		

5) Summarizing Listening the difference be	d.) Precis writer etween the sounds is identified
a.) Discriminative c.) Dialogic	d.) Empathetic
For D	epartmental use only
Max. Marks: 15	Marks Obtained: 🕡
Name of Evaluator:	Sign.



Channel

Note - taking

14)

Mangalmay Institute of Management Technology



Greater Noida (U.P.) Time: 30 Min Course: BCA ADD-ON COURSE QUIZ Course Name: Communicative English & Soft Skills Date: 00 06 2023 Yarly Doyal Roll No: Note: All questions are compulsory. Each question will carry'I'mark and there is no 'NegativeMarking' 1) The first model of communication is said to have been developed by. by Aristotle a.) Plato d.) Steiner c.) Ptolemy 2) A group of words that makes complete sense or gives complete meaning is called a b.) Phrase a.) Clause d.) / Sentence c.) Principal clause 3) The English -----won the world cup. b.) has a.) is d.) are c. have 4) Somebody-----(Play) the drums. The simple past form of the word 'play 'to fill the blank----b.) Was playing a Played d.) Had been playing c.) Had played 5) During an oral presentation ----- is the stage where you tell the audience, the aim of your presentation. b) Introduction a.) Background d.) Question session c.) Conclusion 6) OHP means ----b.) On Hand Projection a.) On Head Projector d.) Over Hand Projection c.) Over Head Projector 7) In an oral presentation, the listeners can clarify their doubts in the session. b.) Description of methods and results a.) introduction d.) Audience questions c.) Conclusions, suggestions, and 8) Reading for the information on the background of the organization where one is working is called.b.) External Information a.) Internal Information d.) Action information c.) Intra information 9) Looking quickly over a book to get a superficial idea of the content is called as b.) Extensive Reading a.) Intensive Reading Scanning d.) c.) Skimming 10) In a business letter----- indicates to the reader of the letter, What the letter is about. b.) Date a.) Head d.) Reference c. \ Subject The response to a sender's message is called 11) b.) Decoding a.) Channel d.) Medium communication includes tone of voice body language, facial expressions etc. 12) Lateral Non-verbal Formal Verbal Letter, e-mail telephone are examples of 13) Feedback Message

d.) Decoding

is a technique that involves changing a text-matter so that it is similar to the main source.

15)	Summarizing In Listening the difference be Discriminative c.) Dialogic	d.) Precis writer etween the sounds is identified b.) Comprehension d.) Empathetic
	For D	epartmental use only
	Max. Marks: 15	Marks Obtained: (15)
	Name of Evaluator:	Sign.
	An tailantei	Anju





Course: BCA

ADD-ON COURSE QUIZ

Course Name: Communicative English & Soft Skills Date: 08 66	2023
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Roll No:	Name: 5hiv	am			Year/Sem:	1/II R	
Note: All questions are co			vill carry'1'	mark and t	here is no 'No		
1) The first model of con	imunication is said	1 to nave	✓ Aristotle	oped by.	·		
a.) Plato		_					
c.) Ptolemy		d.)		ta maaning	is called a		
2) A group of words that	makes complete so	ense or gi	ves comple	ete meaning	is called a		
a.) Clause			Phrase	(1)			
c.) Principal clause		d.)	Sentence				
3) The Englishwor	n the world cup.			_			
a.) is		b.)	has (1)			
c)/have		d.)	are				
4) Somebody(Play) the drums. The s	imple pa	st form of th	he word 'pla	ay 'to fill the	blank	
a Played	,	b.)	Was play	ying	Ω		
c.) Had played		d.)		n playing			
5) During an oral present	ation is th	ne stage w	here you to	ell the audie	ence, the aim	of your presentation	n.
a.) Background		.h.	Introducti	on	1	· · · · · · · · · · · · · · · · · ·	
c.) Conclusion			Question				
6) OHP means		u.)	Question	3000,011	-		
a.) On Head Project		h)	On Hand	Projection			
,		,		d Projection	1 (1)		
c.) Over Head Proje 7) In an oral presentation,	the listeners can						
	the listeners can c	h \	Description	on of metho	ds and results	2	
a.) introduction	المسم مسلم	,	Audience		ds and resums	,	
c.) Conclusions, sug	gestions, and	(d.)	Audience	questions			
summary 8) Reading for the inform	ation on the books	rround of	the organis	zation wher	e one is work	ing is called -	
		310una 01	Evtornal	Information	e one is work	ing is canca	
a.) Internal Inform		,		nformation	" (1)		
c.) Intra information		d.)			llad as		
9) Looking quickly over a					ned as		
a.) Intensive Readi	ng	b.)		e Reading	6		
c.) Skimming		d.)	•				
10) In a business letter	indicates to th			, What the	letter is abou	t.	
a.) Head		b.)					
c.) Subject		d.)	Referen	ce			
11) The response to a set	nder's message is						
a.) Channel		b.)	Decoding				
2)/		4)	Decouning	(1)		April 1	
Feedback		u.)	Medium				
12)c	ommunication inc	ludes tor	e of voice	body langu	age, facial ex	pressions etc.	
a.) Non-verbal		b.)	Lateral				
c.) Verbal		4)	Formal	(1)			
13) Letter, e-mail telepho	one are examples		ronnai				
	one are examples	b.)					
Message			Feedback	(1)			
c.) Channel		d.)					
is a techniq	ue that involves c	hanging a	a text-matte	er so that it	is similar to	the main source.	
a.) Note – taking		b.)	Paraphrasi	ng O	1		

Max. Marks: 15 Marks Obtained: (4) Name of Evaluator: Anju Toupettei Max. Marks: 15 Marks Obtained: (4) Name of Evaluator: Anju Toupettei	15)	c.) ln a.) c.)	Summarizing Listening the difference between Discriminative Dialogic	cen the so	Precis writer punds is identified Comprehension Compathetic	
Name of Evaluator: Sign.			For Depa	rtmental	use only	
Ab die d			Max. Marks: 15	Marks	Obtained: (4)	
				Sign.	Anjy	
			* 1			



Note – taking

Mangalmay Institute of Management Technology Greater Noida (U.P.)



Time: 30 Min Course: BCA ADD-ON COURSE QUIZ Course Name: Communicative English & Soft Skills Date: 08/06/2023 Year/Sem: I/II Tarun Roll No: Name: Note: All questions are compulsory. Each question will carry'1'mark and there is no 'NegativeMarking' 1) The first model of communication is said to have been developed by. b.) Aristotle a.) Plato Steiner d.) Ptolemy 2) A group of words that makes complete sense or gives complete meaning is called a b.) Phrase a.) Clause d.) Sentence Principal clause 3) The English -----won the world cup. b.) has a.) is d.) are c.) have 4) Somebody-----(Play) the drums. The simple past form of the word 'play 'to fill the blank----b.) Was playing Played d.) Had been playing c.) Had played 5) During an oral presentation ----- is the stage where you tell the audience, the aim of your presentation. b) Introduction a.) Background d.) Question session c.) Conclusion 6) OHP means ----b.) On Hand Projection a.) On Head Projector d.) Over Hand Projection ç.) Over Head Projector 7) In an oral presentation, the listeners can clarify their doubts in the session. b.) Description of methods and results a.) introduction d.) Audience questions c.) Conclusions, suggestions, and 8) Reading for the information on the background of the organization where one is working is called.b.) External Information a. Internal Information d.) Action information c.) Intra information 9) Looking quickly over a book to get a superficial idea of the content is called as b.) Extensive Reading a.) Intensive Reading Scanning c.) Skimming d.) 10) In a business letter----- indicates to the reader of the letter, What the letter is about. b.) Date a.) Head Reference d.) g.) Subject The response to a sender's message is called 11) b.) Decoding a.) Channel d.) Medium communication includes tone of voice body language, facial expressions etc. 12) Lateral Non-verbal Formal Verbal Letter, e-mail telephone are examples of 13) Feedback Message d.) Decoding _Channel is a technique that involves changing a text-matter so that it is similar to the main source. 14)

(c.) Summarizing 15) In Listening the difference be	d.) Precis writer etween the sounds is identified
Discriminative	b.) Comprehension
c.) Dialogic	d.) Empathetic
For Do	epartmental use only
Max. Marks: 15	Marks Obtained: (13)
Name of Evaluator:	Sign.
Anju Toripathi	





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C	111	ren.	BCA	

ADD-ON COURSE QUIZ

Course Name: Commun	icative English & Soft Skills	Date:	08/06/202	,
Course I miner				

	Roll No:	Name:	Janoj Year/Sem: 1/11	
	Note: All questions are con	mpulsory. Each q	uestion will carry'1'mark and there is no 'Negative Markin	g'
			to have been developed by.	
	a.) Plato	mumcation is said	by Aristotle	
	c.) Ptolemy		d.) Steiner	
	2) A group of words that t	makes complete so	ense or gives complete meaning is called a	
	a.) Clause	makes complete s	b.) Phrase	
	c.) Principal clause		d.) Sentence	
	3) The Englishwor	the world cup.		
	-	tille werta cap	b.) has	
	a.) is		d.) are	
	c.) have	the drume The	simple past form of the word 'play 'to fill the blank	
	4) Somebody(Play)) the drums. The s	b.) Was playing	
	a.) Played		d.) Had been playing	
	c.) Had played	ation is tl	ne stage where you tell the audience, the aim of your present	tation.
	a.) Background	1011 15 11	b) Introduction	
	c.) Conclusion		d.) Question session	
	6) OHP means		a., (2001)	
	a.) On Head Project		b.) On Hand Projection	
	c.) Over Head Proje		d.) Over Hand Projection	
	7) In an oral presentation.	the listeners can	clarify their doubts in the session.	
	a.) introduction		b.) Description of methods and results	
	c.) Conclusions, sug	ggestions, and	d.) Audience questions	
	summary			
	8) Reading for the inform	ation on the back	ground of the organization where one is working is called.	
	Internal Inform	ation	b.) External Information	
	c.) Intra information	on	d.) Action information	
	9) Looking quickly over a	a book to get a sup	perficial idea of the content is called as	
	a.) Intensive Read		b.) Extensive Reading	
	c.) Skimming		d.) Scanning	
	10) In a business letter	indicates to the	ne reader of the letter, What the letter is about.	
	a.) Head		b.) Date	
	e.) Subject		d.) Reference	
	 The response to a se 	nder's message is	called	
	a.) Channel		b.) Decoding	
			d.) Medium	
١.	C./ Feedback	annunication in	cludes tone of voice body language, facial expressions etc.	
		ommunication in	1. \	
	a.) Non-verbal		Lateral	
	č.) _{Verbal}		d.) Formal	
	13) Letter, e-mail teleph	one are examples		
	2)		b)	
	Wiessage		reedback ()	
	c.) Channel		d.) Decoding	
]	(14) is a technic	que that involves	changing a text-matter so that it is similar to the main sour	ce.
	a.) Note – taking		b.) Paraphrasing	

Summarizing 15) In Listening the difference of Discriminative	d.) Precis writer between the sounds is identified b.) Comprehension
Discriminative C.) Dialogic	b.) Comprehension d.) Empathetic
Max. Marks: 15	Departmental use only Marks Obtained:
Name of Evaluator:	Sign.