

End Semester /Reappear (Semester II) Examination May 2025

Programme: Diploma (CSE & MiE)

Full Marks: 70

Course: Life Skills II

Time: 3 Hrs.

Course Code: 3DHSMC102/8DHSMC102

Enrolment no. _____

Section I

1. Short Answer type questions. Answer any four.

4 x 5 = 20

- a. Evaluate the importance of letter writing skills.
- b. Discuss a few ways of newspaper reading.
- c. Define Cornell method of note taking with an example.
- d. Define referencing skills. List different styles of referencing.
- e. Discuss how to write an email?
- f. Distinguish between professional letters and social letters.

Section II

Long Answer type questions. Answer any three.

3 x 10 = 30

2. Distinguish between an enquiry letter and a letter of rejection.
3. Write a letter to your brother or sister inviting him or her to attend a Skill Development Program with you.
4. Explain various reading and writing techniques you employ as a student.
5. Differentiate between scanning and skimming skills.
6. Explain the importance of drafting a good resume.

Section III

Application based questions. Answer any one.

1 x 20 = 20

7. Write a letter of enquiry regarding safety tools for mining engineers from ABC Corporations.
8. Write a job application for the position of Senior Manager in ABC Company. Evaluate how to write an editorial letter.
9. Evaluate the importance of outlining and paraphrasing.
