



## MODEL PAPER

End Semester Examination Spring- 2025

**Program: DIPLOMA (Mining & CSE)**

**Course: Life Skills II**

**Course Code: 8DHSMC102 & 3DHSMC102**

**Semester: II**

### UNIT-I

#### Section: I (5 Marks/ Each Question)

1. What do you mean by DO letter?
2. Compare letters of acceptance and letters of rejection.
3. Discuss how to use informal letters.
4. Evaluate the importance of letter writing skills.
5. Distinguish between professional letters and social letters.

#### Section: II (10 Marks)

6. Discuss the essentials of letter writing.
7. Distinguish between an enquiry letter and a letter of rejection.
8. List different forms of professional letters.
9. Evaluate the form and structure of a formal letter.

#### Section: III (20 Marks)

10. Write a letter to the editor of Hindustan times Ranchi complaining about the improper waste disposal in your locality.
11. Write a letter of enquiry regarding safety tools for mining engineers from ABC Corporations.
12. Write a job application letter for the position of Mine supervisor in xyz coal limited company.

### UNIT-II

#### Section: I (5 Marks)

13. Define social letters.
14. Discuss how to write an email.
15. When do we write a DO letters?
16. Analyze the importance of a cover letter.

17. Describe how to write a memo with examples.

**Section: II (10 Marks)**

18. Evaluate the importance of memorandum in official correspondence.

19. Explain the importance of drafting a good resume.

20. Discuss the format of Minutes of Meeting.

21. Write a letter to your brother or sister inviting him or her to attend a Skill Development Program with you.

**Section: III (20 Marks)**

22. Write a job application for the position of Senior Manager in ABC Company. Evaluate how to write an editorial letter.

23. Draft a resume including all the relevant details.

**UNIT-III**

**Section: I (5 Marks)**

24. Discuss a few ways of newspaper reading. .

25. Define Cornell method of note taking with an example.

26. Explain intensive reading.

27. Analyze reading skills in detail. .

**Section: II (10 Marks)**

28. Recommend some techniques of note making. .

29. Discuss some methods of sequencing while making notes. .

30. Differentiate between intensive and extensive reading.

31. Explain various reading and writing techniques you employ as a student. .

**Section: III (20 Marks)**

32. Discuss how you can improve your reading skills.

33. Describe the following techniques of reading:

a. Scamming

b. Skimming

c. Intensive

d. Extensive

34. Recommend various methods of summarizing.

35. Evaluate the importance of outlining and paraphrasing. UNIT – IV

**Section: I (5 Marks)**

36. Discuss scanning skills.

37. Describe what you understand by footnotes.

38. Define referencing skills. List different styles of referencing.

**Section: II (10 Marks)**

39. Explain the importance of referencing in an article.

40. Differentiate between scanning and skimming skills.

**Section: III (20 Marks)**

41. Evaluate how to use footnotes in a piece of writing. .

42. Explain various methods of referencing. .

**Summary Sheet:**

**Unit Wise**

<b>Unit</b>	<b>Q. No</b>	<b>Marks</b>
Unit 1	1,2,3,4,5,6,7,8,9,10,11,12	125
Unit 2	13,14,15,16,17,18,19,20,21,22,23,24	125
Unit 3	25,26,27,28,29,30,31,32,33,34,35,36	140
Unit 4	37,38,39,40,41,42,43,44	80
<b>Total</b>		<b>470</b>

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<p><b><u>Disclaimer:</u></b> - This is a Model Paper. The Question in End term examination will differ from the Model Paper. This Model paper is meant for practice only.</p>
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