

PRACTICE SET

End Semester Examination, Spring- 2026

Program: Diploma

Subject: Life Skills II

Semester: II

Subject Code: 40D.151

UNIT I

Section II (10 marks)

1. Differentiate between Formal Letter and Informal Letter.
2. Mention the 4 Foundational Skills. Explain each one of them.
3. List different forms of professional letters.
4. Evaluate the form and structure of a formal letter.
5. 'Letter Writing is also a Skill.' Explain

Section III (20 marks)

6. Write a letter to the editor of Hindustan Times Ranchi, complaining about irregular water supply in your locality.
7. Write a letter of enquiry regarding safety tools for mining engineers from ABC Corporations.
8. Write a job application letter for the position of Mine supervisor in XYZ coal limited company

UNIT II

Section II (10 marks)

9. Differentiate between Resume and Curriculum Vitae.
10. Analyze the importance of a cover letter.
11. Discuss the format of minutes of meeting
12. Describe the given terms: (a) Notice (b) Memo

Section III (20 marks)

13. Write a letter to your brother or sister inviting him or her to attend a Skill Development Program with you.
14. As a fresher draft a Resume of your own including all the relevant details.

UNIT III

Section II (10 marks)

15. Discuss a few ways of newspaper reading.
16. Recommend some techniques of note making.
17. Discuss some methods of sequencing while making notes.
18. Differentiate between intensive and extensive reading.

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

Section III (20 marks)

20. Discuss how you can improve your reading skills.

21. Describe the SQ3R technique of reading.

22. Recommend various methods of summarizing.

23. Evaluate the importance of outlining and paraphrasing.

UNIT IV

Section II (10 marks)

24. Differentiate between Footnotes and Endnotes.

25. Define Referencing Skills. List different styles of referencing.

26. Explain the importance of referencing in an article.

Section III (20 marks)

27. Referencing is necessary in Mining Engineering Reports. Explain.

28. Explain briefly the main components of a reference.

Prepared By: RASHMI

Disclaimer: - This is a practice set. The Question in End term examination will differ from the practice set. This practice set is meant for practice only.