2024

(FYUGP)

(1st Semester)

ENGLISH IN TIME INDIVIDUAL (5)

(Skill Enchancement Course)

Paper Code: ENG/SEC-1

(Etiquette and Social Graces)

Full Marks: 371/2

Pass Marks: 40%

Time: 2 hours

(PART : B - DESCRIPTIVE)

(Marks: 25)

The questions are of equal value 5 x 5=25

1. (a) Highlight some key components of etiquette and social graces.

Or

(b) Discuss the five components of emotional intelligence.

2. (a) What is classroom etiquette? Why is it important?

Or

- (b) What is effective communication and why is it crucial in an academic setting?
- 3. (a) Mention some rules of digital etiquette.

Or

- (b) What are some ways to deal with cyberbullying and online conflicts?
- (a) Briefly discuss the dos and don'ts of conversation at the dining table.

Or

- (a) Discuss the American and continental styles of using cutlery when dining.
- 5. (a) Highlight some key strategies to manage conflict.

Or

(b) What are some factors that cause stress at work?

ENG/SEC-1/ESG

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1.					erived from			
	means	"Ticket".	8 00	Hal t	llying Prevention	my of Bu	World	3
	(a)	French):	(of Septemble	Monday.	(E)	
	(b)	Latin			of October (
	(c)	Greek)	(of November	Monday	(5)	

2.	When	being introd	duced or	makir	g int	rodı	ictio	ns, o	ne shou	ld:
	(a)	Relax and	appear fr	iendly				()	
	(b)	Stand and	offer a fir	m han	dshal	ke.		()	
	(c)	Appear alo	of.	-งสาว		į.		()	
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3.		n of the follossessment?	(10) - 1 nt	31 112-11	(1)		DE 1	f sel	f-awaren	ess
	(a) It	Janualana a d	critical att	ituda				()	
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4.	Whic	ch is not a ty	pe of cyb	erbully	ing?	gran	the t	ni es	The figur	
	(a)	Detoxing,	nrect ansi	(sili	gai.(sı	nk a	oin ()	v).15	For a Tio	.A.
	(b) 1	Doxing		()		rided	out.	brackets	
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5.	Worl	d Day of Bu	llying Pre	ventio	n falls	on 1	the:	T" a	пконп	
	(a)	1st Monday	y of Septe	mber)	(don	Fr	(a)	
	(b)	1st Monday	y of Octob	er ()	(ni	3.1	(d)	
	(c)	1st Monday	y of Nove	mber)	(cek		(c)	

6.	The Right to Privacy is	implicit in which article of the I	ndian	
0.	constitution?	Use it to elean your face.	(0)	
((a) Article 19 (10)	Partially unfold (and p)ace it	(d)	
	(b) Article 20	Tuck it into your (collar)	(c)	
	(c) Article 21	()		
7.	When you see a dama	horobiance ai gnireolich odt lo doit ged book in a library, you ignore doming die beginning de	II. Wh	
	(a) Notify the libra	ary staff ()		
	(b) Do not do anyt	The small) r luniv ti tuoda gnid	(5)	
((c) Try and mend i	t yourself it o ince ti flasmoy t	(d)	
8.	Effective communicat	Knives are used for ponting noi	(0)	
	(a) Involves ambig	uous language.	12.)Hor)
	(b) Enables strong	teacher-student relationships.	()
	(c) Creates conflict	t and assumptions in group setting	g(a)()
).	A student should inter the professors or colle	act with everyone in the same wa	(d) ay, be it	
	gs and Jean across to 1 aur (a)	Tip the chair onto the back legget food.	(0)	
	(b) False ()		

10.	How e	do you use a napki di lo eleitis deade	n when di	ning?	nght ic Pr	The P	
	(a)	Use it to clean yo	our face.	(Subum)	(JEPOJ	
	(b)	Partially unfold i	t and plac	e it on you	ir lap.hA	((8))
	(c)	Tuck it into your	collar.		Coloy 1	(d)	
			()	Ī	A. dela 2	(0)	
11.		th of the following knives during din	is consider on Aport ing?	ered appro	priate whe	n When	
		()		e filtray		(s)	
	(a)	The smaller kniv	es are use	d for the e	entrée. 🕛	((d))
	(b)	Knives are to fac	e the dine	r or the pl	ate. of	(c))),
	(c) ·	Knives are used	for pointin		tive connu) Effec)
12.	How	would a diner refi	ne his/her	presence a	at the table	? (a)	
()	nt relationships.				(d)	
(.) (a) y	Slouch or sit in a	an easy ma	nner. Ano.	Cr)ates)(0)	
	(b) av. (b.i it	Sit upright and k	eep elbow	s off the t	able when		
	11 2.07 , 2 13	eating.	(4) Chin	yr alnı b	dent shoul ofessors o	ms A	
	(c)	Tip the chair ont	to the back	legs and	lean acros	ine pr	
		get food.	()	True		
			()	Faise	(d)	

ENG/SEC-1/ESG/150

EMG/SEC-1/ESG/150

1.	How can you deal with a difficult situation in the workplace?									
				850ntg	Social	enneci		. 1		
	(a)	Stay compos	sed and av	oid anger.		()			
	(b)	Embellish tl	ne facts.	()		20 0 00			
	(c)	Avoid askir	ng for the	other person	ı's opi	nion.	()		
								(4)		
14.	Wha	t is an impor	tant compo	onent of con	structi	ive criti	icism	ι?		
2	(a)	Receiving	feedback.	etiquette?) library	(Vhat is	v. V	2.		
	(b)	Being neg	gative alwa	ys.	()				
	(c)	Reacting	angrily.		()				
1:	5. Ba	rgaining is pa	art of the n	egotiation p	rocess					
	(a)) True	()						
	(b) False	()						
	ENG (OR	0.4/000/150								
ENG/SEC-1/ESG/150						EMG/SEC-1/ESG/150				

В.	Answer any five of the following questions:	1x5=5
1.	Define social graces.	W
	a) Stay compised and avoid anger ()),
	has Trabellish the fact).
	A ord asking for the other person's opinion. (
	A har is an unpermet component of constructive criticism?	1-1
2	() Abelie of gmouse X . What is library etiquette?	
	b) Being acgative always. ())
	C) Reading angrily.	1
	Sargaining is part of the negonation process.	15 1
	a) True (e e) en e e estado es	
	(b) False ()

ENG/SEC-1/ESG/150

ENG/SEC-1/FSG/150

(87)

3. What is dissing?

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5. Mention two tips to be a polite guest at a dinner invite.

6. What is the correct way to drink a hot soup at the table?

(9)

7. How can one effectively prepare for an interview?

8. What is constructive criticism?