

2026

VALUE ADDED COURSE

Paper Code: VAC0601402

(Business Etiquettes and Soft Skill)

Full Marks: 30

Time: 1½ hours

*The figures in the margin indicate full marks
for the questions.*

1) Answer the following as directed:

1x5=5

- a) Feeling happy and energized is the symptom of _____ self-esteem. (Fill in the blank with appropriate word).
- b) Notes act as aid to _____. (Fill in the blank with appropriate word)
- c) The structure of short reports usually contains terms of reference, methodology of collection of information, findings and interpretations and recommendations.
(State True or False)
- d) Mr. Sharma thinks this is quite _____ cheap restaurant. (Insert a, an or The if necessary)
- e) Ramesh _____ (live) in Dispur for 10 years. He _____ (work) in a bank. He _____ (go) to the office at 9.00 every morning and return late at night. He _____ (take) his family in the beach every Sunday.
(Fill in the blanks in the sentence above, using the simple past or 'used to' or 'would' to show habitual activity in the past.)

2) Answer any five of the following questions):

2x5=10

- a) What are the factors influencing self-esteem?
- b) What are the objectives of business etiquettes?

(2)

c) How recommendations and reference letters are different?

d) What are the essential of a good paragraph?

e) What is Memo?

f) What is advice?

g) What is line graph?

h) What is the purpose of note making?

i) What is a committee report?

j) What are the different types of sentences?

3) Answer any three of the following questions: 5x3=15

a) Discuss the various visual types of communications.

b) Discuss the various methods of note making.

c) What is the importance of structuring long reports?
Explain.

d) Write a resume of a MBA qualified candidate.

e) Draft recommendation letter about a candidate.

f) What are the different types of communication?
Explain.

*****X*****