

II. Answer any five: (5×1=5)

1. What according to you is the significance of etiquette?
2. What are Social Graces?
3. Why is honesty essential in self-assessment?
4. Why is library etiquette necessary?
5. Why should students manage their online presence?
6. When can joking become bullying?
7. What do you mean by Professional Event?
8. In what ways can cyberbullying affect an individual?
9. When is mediation necessary in Conflict Resolution?
10. Where are forks, spoons and dinner knife placed in informal place setting?

III. Answer any five: (5×5=25)

1. "Etiquette is outdated." Comment.
2. Explain the importance of Social Graces for students.
3. Imagine you are struggling in your new workplace. Draft a self-assessment plan for self-improvement.
4. Plan an awareness campaign on "Effects of Cyberbullying" in your college.
5. Describe one corporate event along with suitable steps involved in planning that particular event.
6. How will you prepare for an interview for the post of an Assistant Professor (Physics) in a college?
7. Discuss some ways of dealing with difficult people gracefully.
8. Describe the four steps involved in Conflict Resolution and highlight each step's significance.
9. Plan an informal 3-course dinner for 20 classmates, among whom 9 are vegetarians.
10. Critically analyse the significance of "Etiquette and Social Graces" as a subject of study for students.

2025

(FYUGP)

(1st Semester)

ENGLISH

Paper Code : SEC

(**Etiquette and Social Graces**)

Full Marks : 37.5

Pass Marks : 40%

Time: 2 Hours

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

I. Multiple Choice Questions. (½x15=7½)

1. Etiquette remains neither fluid nor static over a period of time.
 - a) True
 - b) False
 - c) Depends on certain criteria
 - d) both a and c
2. Manners rest on
 - a) respect, consideration and honesty
 - b) respect and privacy
 - c) privacy and freedom
 - d) freedom, privacy and opportunity

(2)

3. Online etiquette is essential for
a) clear communication b) protection of privacy
c) positive online environment d) all of the above
4. Social graces include
a) behaviour and manners
b) etiquette
c) etiquette and behaviour
d) behaviour, manners and etiquette
5. Self-assessment includes
a) identifying strengths and weaknesses
b) establishing goals
c) preparing a routine to follow
d) all of the above
6. Library etiquette is important because
a) library is a shared space
b) library has books
c) library is not regularly open
d) library is for the educated
7. Communication in academic settings is not effective if it is
a) subjective b) rational
c) concise d) all of the above
8. Classroom etiquette does not include
a) punctuality b) raising hand to ask questions
c) active listening d) talking loudly with friends

(3)

9. Difficult people are not
a) aggressive and dominant b) risk-taking
c) empathetic d) none of the above
10. Which of the following is a professional event?
a) Charity event b) Training event
c) Corporate event d) all of the above
11. In a formal dinner, Guest of Honour is seated to the host's
a) left b) right
c) neither left nor right d) sits by himself
12. In table setting, drinking glasses are placed at the dinner plate's
a) top right b) top left
c) right d) left
13. In formal dining, the formal table is laid with a
a) blue cloth of lace b) blue cloth of damask
c) blue cloth of linen d) none of the above
14. In an interview you should not
a) be thoughtful
b) criticise your previous employers
c) ask relevant questions
d) be polite
15. Constructive criticism can be in the form of
a) feedback b) advice
c) suggestion d) all of the above

(Continued)

(Turn Over)