**B. Com 4th Semester, CBCS**

**Sessional Assignment, 2021**

**Subject: Soft Skills in Business**

**Total Marks: 20**

1. Answer the following questions: 3x3=9
2. How the graphical presentation facilitates the reader’s understanding of the content of the text?
3. What are the functions of a semantic markers in business texts?
4. What do you mean by proofreading? Why proofreading is considered to be important in preparing a business text?
5. Answer the following questions (any one) 5x1=5
6. What is the importance of soft skills in professional organizations and social arenas? How soft skills can help an individual in boosting self-confidence and self-esteem?
7. What is meant by scanning and skimming of a text? What are the common activities that are involved in these two processes of reading a text?
8. Do as directed:
9. Identify the errors and rewrite the sentences: 1x2=2
10. I have not ate anything today.
11. You must attend to your teacher’s instruction.
12. Change the voice: 1x2=2
13. Do you know her?
14. English is spoken here.
15. Fill in the blanks with an appropriate question tag: 1x2=2
16. They could hear me, \_\_\_\_\_\_\_\_
17. You haven’t watched this film, \_\_\_\_\_\_\_\_

**Guidelines:**

1. The first page of the Answer Sheet should clearly mention the following:

* Stream
* Semester
* Paper Name with Code
* Name of the Student
* Exam Roll and Class Roll Numbers.
* Total number of pages

1. The Answers must be handwritten and all the pages must be numbered.
2. Clear pictures must be taken and then compiled into a pdf. file before uploading.
3. Upload in the college portal:

[www.sbdeorahonline.co.in](http://www.sbdeorahonline.co.in) < Home Assignments < Kakoli Choudhury < Upload.

1. The last date of submission is **20th September, 2021**.