

3. Why is honesty essential for self-assessment?
4. How can you help a victim of cyberbullying?
5. Define conflict resolution in your own words.
6. What does gracefully in 'Dealing with difficult people gracefully' mean?
7. What according to you is Constructive Criticism?
8. What is formal dining etiquette?

PART : B – DESCRIPTIVE

III. Answer **any five**: (5×5=25)

1. 'Etiquette is overrated.' Do you agree? Explain.
2. Why are classroom etiquette and library etiquette important for students?
3. Imagine you are struggling in your new college— personally as well as academically. Draft a self-assessment plan for self-improvement.
4. How will you ensure your younger brothers and sisters do not suffer cyberbullying?
5. Draw out a table setting with appropriate utensils for a 5-course dinner.
6. You are hosting a dinner for twenty classmates from your school days. Plan out the event and precautions you will take anticipating any problems that may arise.
7. How will you deal with a difficult person, who happens to be your colleague, in your workplace?
8. How will you prepare for an interview for the post of an Assistant Professor in Unity College, Dimapur?

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2024

(FYUGP)

(1st Semester)

ENGLISH

Paper Code : ENG/SEC-1

(**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.

PART : A – OBJECTIVE

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

1. Etiquette is usually defined as
 - a) polite behaviour
 - b) rules of polite behaviour
 - c) rules of polite and correct behaviour
 - d) rules of polite, correct and static behaviour
2. Etiquette remains over a period of time

a) static	b) fluid
c) both static and fluid	d) neither static nor fluid

(2)

3. Manners rest on certain fundamental principles. They are
- a) respect, consideration and honesty
 - b) respect and privacy
 - c) privacy and freedom
 - d) freedom, privacy and opportunity
4. Social Graces help us
- a) personally
 - b) professionally
 - c) both a and b
 - d) only a
5. Etiquette is for
- a) everyone
 - b) the employed
 - c) the rich
 - d) the educated
6. Social graces include
- a) behaviour and manners
 - b) etiquette
 - c) etiquette and behaviour
 - d) behaviour, manners and etiquette
7. Interviews are in the following mode
- a) face-to-face
 - b) panel
 - c) telephonic
 - d) all of the above
8. Constructive Criticism includes
- a) feedback and actionable advice
 - b) acknowledge strengths
 - c) areas for improvement
 - d) all of the above
9. Self-assessment can include
- a) identifying strengths and weaknesses
 - b) establishing goals
 - c) only a
 - d) both a and b

(Continued)

(3)

10. Glasses are kept on the top right at an angle of
- a) 30°
 - b) 45°
 - c) 50°
 - d) 95°
11. 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
12. You do not manage your online presence by being
- a) selective about who you connect with
 - b) careful with your profile pictures
 - c) mindful of what you post
 - d) indiscriminate
13. Constructive criticism can be in the form of
- a) feedback
 - b) advice
 - c) suggestion
 - d) all of the above
14. Cyberbullying can affect
- a) mentally, emotionally and physically
 - b) only mentally
 - c) physically and emotionally
 - d) none of the above
15. In an interview, you should not
- a) be thoughtful
 - b) ask relevant questions
 - d) be polite
 - e) criticise your previous employers
- II. Answer **any five**: (5×1=5)
- 1. What according to you is the significance of etiquette?
 - 2. Why are Social Graces useful personally?

(Turn Over)