

Total No. of printed pages = 3

HS 181108

6/12/19

Roll No. of candidate

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2019

B.Tech. 1st Semester End-Term Examination
COMMUNICATION AND PROFESSIONAL SKILLS

(New Regulation) (w.e.f. 2017-2018) and
(New Syllabus) – Group A (w.e.f. 2018-2019)

Full Marks – 70

Time – Three hours

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

Answer question No. 1 and any *four* from the rest.

1. Rewrite as directed : (10 × 1 = 10)
- (i) The ordered _____ my dismissal.
(use correct preposition in the blank)
- (ii) The will not come if it _____ (rain)
today (use the correct form of the verb)
- (iii) One who knows everything: _____
(Express in one word)
- (iv) Where you are coming from (write the correct
interrogative form of the sentence)

[Turn over

- (v) As I awoke the thief ran _____
(use appropriate adverb)
- (vi) When you are guilty you must suffer
(use appropriate conjunction)
- (vii) You said to John, "Will you help me?"
(Rewrite in indirect speech)
- (viii) Have you done the work?
(Rewrite in passive construction)
- (ix) The infused a new spirit at us
(correct the mistake in the sentence)
- (x) Write synonym of the word "communication".
2. (a) Explain the behavioral aspects of soft skills. (5)
(b) List four elements of effective presentation. (4)
(c) What do you understand by Group Discussion?
Briefly mention the components of a Group
Discussion. (2+4)
3. (a) Discuss the importance of Communication in
professional carrier. (5)
(b) Write the characteristic of communication. (4)
(c) What is communication breakdown? Mention
some aspects of communication breakdown.
(2+4=6)

4. (a) What is audience analysis? Write the role of audience analysis in effective presentation. (3+4=7)
- (b) What is audience profile? How does it help to analyze audience? (4)
- (c) What is rapport? How does rapport help to make communication successful? (1+3=4)
5. (a) List the characteristics of a good technical report. (7)
- (b) Explain the role of methodology in report writing. (4)
- (c) Write the key features of an abstract of a report. (4)
6. (a) Prepare a Curriculum vitae for a fresh engineering graduate. (7)
- (b) Explain the characteristic of a good cover letter. (4)
- (c) What is memo? Write the importance of memo in professional writing. (1+3=4)
7. (a) List the structure of a research paper. (7)
- (b) Write a note on secondary sources of data. (4)
- (c) Discuss bibliography as a source of information. (4)

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