

Total No. of printed pages = 3

HS 181108

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Roll No. of candidate

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2018

B.Tech. 1st Semester End-Term Examination

**COMMUNICATION AND PROFESSIONAL SKILLS
(THEORY)**

(New Regulation) (w.e.f. 2017 – 2018)

(New Syllabus) (w.e.f. 2018 – 2019)

(Group – A)

Full Marks – 70

Time – Three hours

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

Answer ^vQuestion 1 and any *four* from the rest.

1. Fill in the blanks with correct options give in the
brackets. (10 × 1 = 10)

- (i) The chest was full _____ papers. (of/with)
- (ii) What is the best cure _____ a cold? (for/of)
- (iii) Many people died _____ malaria. (of/from)
- (iv) A modest person does not boast _____ his
achievements. (of/for)

[Turn over

- (v) The father was very angry _____ his son.
(at/with)
- (vi) Few people knew the answer _____?
(did they/didn't they)
- (vii) A little progress has been made _____?
(hasn't it/ has it)
- (viii) It is very cold today _____? (is it/ isn't it)
- (ix) _____ gold of this ring is pure. (the/a)
- (x) He reads _____ Assam Tribune daily.
(the/an)
2. (a) What are the characteristics of a report?
Analyse. (7)
- (b) Discuss the significance of eye contact in
presentation. (5)
- (c) Write a note on the order of occurrence followed
in organizing the materials of a report. (3)
3. (a) Write a note on the structure of a report having
manuscript format. (7)
- (b) Write a note on the body language or non-
verbal methods to be followed in paper
presentation. (5)
- (c) Write a note on the primary data collected for
making a report. (3)

4. (a) Write about the strategies, the following of which makes a group discussion a successful one. (7)
- (b) Audience is the target of communication. Analyse. (5)
- (c) Write how report serves as a valuable repository of information in any organization. (3)
5. (a) Write how to control nervousness or stage fright during presentation? (7)
- (b) Write a note on the differences between written and oral reports. (5)
- (c) Write a note pre interview preparations. (3)
6. (a) What are the four major formal communicative skills? Elaborate. (7)
- (b) What are the barriers to communication? Analyse. (5)
- (c) What do you mean by principles of coordination and subordination which are followed in making an outline of a report? (3)
7. (a) Write a note on the Objectives of a report. (7)
- (b) What is a memo? Write a note on it. (5)
- (c) Write about the various sources of information used to collect material for writing a research paper. (3)