

Total No. of printed pages = 2

HS 181108

Roll No. of candidate

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17137

2022

SINA CHOWDHURY CENTRAL LIBRARY
(UNIT-2 TIPS)
2ND FLOOR, 1ST FLOOR
CENTRAL LIBRARY

B.Tech. 1st Semester End-Term Examination

COMMUNICATION AND PROFESSIONAL SKILL

New Regulation (w.e.f. 2017 - 18) &

New Syllabus (Group-A) (w.e.f. 2018 - 19)

Full Marks - 70

Time - Three hours

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

Answer questions no 1 and any *four* from the rest.

1. Do as directed

- Saikat said to Rita, "Did you enjoy the party?" (Change the narration) (1)
- We can feel the wind on our face. (Change the voice of the sentence) (1)
- I live _____ a small flat _____ the third floor. (Fill in the blanks with appropriate prepositions.) (2)
- He is incorrect. (Turn it into a negative sentence.) (1)
- One of the students have to submit the report to the authority. (Correct the mistake in the sentence.) (1)
- I have visited my mother yesterday. (Correct the mistake in the sentence.) (1)
- Scientists use _____ variety of methods to study _____ behaviour of the Covid 19 virus. (Fill in the blanks with appropriate articles.) (2)
- You are honest. I will trust you. (Combine the two sentences into one.) (1)

2. Write short notes on the following (any five)

(5 × 3 = 15)

- Effective communication.
- Rapport building.
- Characteristics of emails.
- Seminar, workshop and conference.
- Memo.
- CV.
- Campus interview

[Turn over

3. (a) What are the basic elements of communication? (3)
(b) What do understand by the barriers to communication? (2)
(c) Describe different barriers to communication with appropriate examples. (10)
4. (a) Define audience analysis. (2)
(b) What are the benefits of doing audience analysis? (5)
(c) What are the characteristics of audience one should know while doing audience analysis? (8)
5. (a) Write briefly the differences between soft skills and hard skills. (4)
(b) "Soft skills are in high demand" - elaborate. (8)
(c) How should one fight stage fright? (3)
6. (a) What are the qualities of a good presentation? (5)
(b) Who is a good presenter? (3)
(c) What are the qualities judged in the candidates of a Group Discussion? (7)
7. (a) What are the Characteristics of a technical report? (7)
(b) Why are technical reports important in every field? (5)
(c) What are the importances of a reference list or bibliography in a technical in a technical report? (3)

