

04-06-19

Total No. of printed pages = 3

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2019

**B.Tech. 2nd Semester End-Term Examination**  
**COMMUNICATION AND PROFESSIONAL SKILLS**

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

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

Full Marks – 70

Time – Three hours

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

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

1. Answer the following : (10 × 1 = 10)
- I \_\_\_\_\_ cricket every now and then.  
(playing, play) (Choose the correct option)
  - Babies \_\_\_\_\_ when they are  
uncomfortable. (will cry, cried, cry) (Choose the  
correct option)
  - “I will go to college tomorrow”, He said to his  
friend. (Change into indirect speech)
  - “Do it” (Turn it into passive voice)
  - What is the superlative of ‘bad’?

[Turn over

(vi) Choose the correct alternative from below and fill in blanks : as dull as \_\_\_\_\_.

- (i) dirt                      (ii) dishwater  
(iii) plain water          (iv) clean water

(vii) Select the correct spelling :

- (i) Faxsimile              (ii) Fachsimile  
(iii) Fasimile              (iv) Facsimile

(viii) Choose the correct synonym of 'sluggish' :

- (i) lazy                      (ii) slow  
(iii) smart

(ix) What is the synonym of 'Curious'?

(x) What is the antonym of 'Single'?

2. (a) Define the term "Communication". What is the importance of good and refined communication in today's world? (2+3)

(b) Elaborate the different kinds of communication. What are the barriers to good communication? Explain in detail. (5+5)

3. (a) What do you mean by soft skills? What are the classification of soft skills? Elaborate. (5+5)

(b) How can weaknesses in soft skills be overcome to an extent? (5)

4. What do you mean by the terms, "Technical Report"? Explain in detail the structure of a technical report. (8+7)

5. (a) "Preparing for a job interview needs careful and meticulous preparation" Do you agree? Explain. (8)
- (b) Elaborate in detail the most important aspects required to be taken into account for an interview by a prospective candidate. (7)
6. (a) Define the concept of group discussion. What are the fundamental aspects of a G.D? (8)
- (b) Describe the most important points to be kept in mind while sitting across a group discussion table. (7)
7. (a) Write short notes on the following topics (any two) : (2 × 5 = 10)
- (i) An effective presenter
- (ii) Memorandum
- (iii) The main rules of precis writing.
- (b) Write a letter with the following information : (5)
- Imagine you are Mayuri Bora. You have just passed the Senior Secondary School certificate examination with distinction marks. You are interested in pursuing Bachelors degree in physics in St. Stephen's College, New Delhi. Write a letter to the principal of the college asking for information about the following aspects of the physics department :
- (i) Admission requirements
- (ii) Department areas of specialization
- (iii) Availability of grants and scholarships
- (iv) Faculty credentials
- (v) Contact information of the head of the department.