

Total No. of printed pages = 2

HS 181108

Roll No. of candidate

22/7/22

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2022

B.Tech. 2<sup>nd</sup> Semester (Group B) End-Term Examination

COMMUNICATION AND PROFESSIONAL SKILLS

(New Regulation & New Syllabus)

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 the following sentences correctly. (10 × 1 = 10)
  - (i) Time and tide waits for no man.
  - (ii) The committee have issued the report.
  - (iii) The two first students were awarded gold medals.
  - (iv) A bird in hand is worth two birds in the bush.
  - (v) The virtue is its own reward.
  - (vi) He removed his coat and hanged it on a nail.
  - (vii) I was so lonely.
  - (viii) Please excuse me being late
  - (ix) He was very surprised by the news.
  - (x) Here is the book that you asked.
2. (a) Define communication. Write the characterize of effective communication.(7)
  - (b) Explain the role of eye contact in communication. (4)
  - (c) How does feedback influence communication process? (4)

[Turn over

3. (a) Why has technical writing become so important for the industry and organization? Explain few types of technical writing. (7)
- (b) How does proper methodology help in report preparation? (4)
- (c) What are the formats of technical reports? What are components of a manuscript format? (4)
4. (a) What is soft skills? Why are soft skills so much in demand? (3+4=7)
- (b) "Job interviews are the gate way to job market" Discuss. (4)
- (c) Write few elements of effective presentation. (4)
5. (a) Prepare a Curriculum Vitae and write a cover letter for a job of Assistant Engineer published in a National Daily. (7)
- (b) What are the characteristics of a memo? (4)
- (c) Emails are very fast means of communication, but have some drawbacks. Discuss. (4)
6. (a) What is audience profile? How does audience profile help in communication? (7)
- (b) Write a note on importance of audience in communication. (4)
- (c) Does an intelligent communicator target audience's expectations? give reasons for your answer. (4)
7. (a) How should one prepare for presenting a paper? (7)
- (b) Mention the aids of presentation. (4)
- (c) How can a presenter overcome his or her stage fright? (4)