

Total No. of printed pages = 2

HS 181108

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Roll No. of candidate

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B.Tech. 1st Semester End-Term Examination
COMMUNICATION AND PROFESSIONAL SKILLS
(New Regulation and 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. Answer the following as directed : (10 × 1 = 10)
- Interpersonal communication can be defined as communication within oneself. (Write true or false).
 - Soft skills are considered as people skills (Write true or false).
 - He doesn't know how to give advice/advise. (Choose the correct noun).
 - I _____ (know) him for a long time. (Rewrite using correct tense form).
 - I _____ (play) football this time tomorrow (Rewrite using correct tense form).
 - We are going to watch a movie tonight (Change it to passive voice).
 - I received _____ help from him. (Write appropriate determiner).
 - I was surprised _____ his behavior. (Write appropriate preposition).
 - Find out whether the nouns given below are countable or uncountable :
Art, journey
 - Write superlative degree of the following words :
Well, upper

[Turn over

2. (a) What does the term communication imply? How does communication serve as an instrument to measure the success of an organization? (1 + 4 = 5)
- (b) What is audience analysis? Why is it important for a speaker to analyse audience before a presentation? (2 + 4 = 6)
- (c) How far is body language important to succeed in an interview? (4)
3. (a) What are the stages of developing a presentation? (6)
- (b) What is a memo? Write about the purpose of writing a memo. (2 + 3 = 5)
- (c) How will you combat your stage fright during a presentation? (4)
4. (a) What are the features of a good technical report? (5)
- (b) What are the dos and don'ts for a job interview? (4)
- (c) What are the barriers to communication? How should one remove those barriers to have an effective communication? (3 + 3 = 6)
5. (a) Write a job application applying for the post of Assistant Engineer. Attach your resume along with the application. (5 + 5 = 10)
- (b) Discuss the personality traits of participants that are evaluated in a Group Discussion. (5)
6. (a) What is a bibliography? Why is a bibliography important in a research paper? (2 + 3 = 5)
- (b) How do you attract the audience attention? Why is it important to consider audience expectation about the occasion of a speech? (3 + 3 = 6)
- (c) What are soft skills? How do soft skills help us to improve our personality? (1 + 3 = 4)
7. (a) Write about the preparation and planning of writing a report. (5)
- (b) What is methodology? Write a note on the primary data collection for making a report. (2 + 3 = 5)
- (c) "Communication is not possible without an audience." Explain the role of audience in communication process. (5)