

Total No. of printed pages = 2

HS 181108

01/10/23

Roll No. of candidate

--	--	--	--	--	--	--	--	--	--

2023

BINA CHOWDHURY CENTRAL LIBRARY  
(GIMT & GIPS)  
Azara, Hatkhowapara  
Guwahati - 781017

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

COMMUNICATION AND PROFESSIONAL SKILLS

(New Regulation (w.e.f. 2017-18) and New Syllabus (w.e.f. 2018-19))

Full Marks – 70

Time – Three hours

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

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

1. Answer the following (MCQ/ Fill in the blanks) : (10 × 1 = 10)
- (a) The teacher teaches Political Science \_\_\_\_\_ English.  
(beside/besides)
  - (b) Do not laugh \_\_\_\_\_ the poor. (at/against)
  - (c) The jury is a \_\_\_\_\_ noun. (Collective noun/Proper noun)
  - (d) The table is made \_\_\_\_\_ wood. (Of/By)
  - (e) The teacher said, "today's lesson is \_\_\_\_\_ bit complicated, so please pay attention". (Insert the correct article)
  - (f) The Queen said, "If they do not have bread, let them eat cakes".  
(Change the narration.)
  - (g) Do it. (Change the voice)
  - (h) Do not laugh \_\_\_\_\_ the poor. (insert the correct preposition)
  - (i) Dr. Kalam was a great scientist. (identify the type of sentence)
  - (j) The Pacific is the deepest ocean in the world. (Change into positive degree without altering the meaning of the sentence)

[Turn over



2. (a) What do you mean by the term, 'Communication'? Describe the process of communication. (2+3)
- (b) Describe verbal and non- verbal Communication. (5)
- (c) Write short notes on Intrapersonal and Interpersonal communication. (5)
3. (a) What are the various formats of writing a technical report? Explain them. (7)
- (b) Write on the significance of Technical Reports. (5)
- (c) Show how clarity is achieved in a Technical report. (3)
4. (a) What do you mean by Audience Analysis? (5)
- (b) How will you prepare yourself before facing an audience for your first presentation? (7)
- (c) What do you mean by Demographic and Psychographic analysis? (3)
5. (a) Explain how the introductory part of a technical report is designed incorporating different elements in it (7)
- (b) What aspects of a technical presentation are to be focused in order to analyse the occasion of presentation in its planning stage. (5)
- (c) Name the different kinds of visual aides used for a technical presentation. (3)
6. (a) What are the features that successful participants in a Group discussion share? (7)
- (b) What aspects of a candidate's self is to be analysed before appearing for a job interview? (5)
- (c) What are the requirements on an Interview File? (3)
7. Answer briefly any *five* of the following : (5 × 3 = 15)
- (a) What do you mean by the word, "Research"?
- (b) What do you mean by Primary and Secondary data?
- (c) What is a Resume/Curriculum Vitae?
- (d) What do you mean by Mass Communication?
- (e) What do you mean by "Noise" in communication?
- (f) Describe Encoded and Decoded messages in Communication.
- (g) The emerging leader in a Group Discussion.