

(Please write your Enrollment Number)	Enrollment No. _____
END TERM EXAMINATION- ONLINE MODE (ECE 2019 Batch) (May- June, 2020)	
Subject Code: HMC 110	Subject: Communication Skills
Time : 1 Hours	Maximum Marks : 30
Note: Q. 1 is compulsory. Attempt any two questions from the rest.	

Q1 You are Sukriti, alumni of IGDTUW presently working as team leader in Cognizance, a software MNC. Next week, the recruitment team of Cognizance is visiting the campus with a vision to recruit 80 students. The final year students of the university have requested you to join an interaction on ZOOM meeting call and suggest the following:

A) The previous list of topics given by recruitment team while organizing Group discussion and how to appear successful in the same.

B) Do the students need to give a presentation? If yes, then what exactly the recruitment team will be focusing on?

C) How to prepare for final interview round to impress recruitment team?

(5+5+5= 15)

Q2 A) You are Aparajita Desai, Mechanical engineer, speciality in designing racing cars, completed B.tech in 2019. Due to an unfortunate accident, you could not appear in placement drives last year and didnot get hired. Now prepare a dynamic **resume and cover letter** mentioning all your achievements and also one year gap with a vision to get interview call from your dream organizations

B) You are Anushka, Purchase Officer, BHEL, Hyderabad. Write an **E-mail** to the Sales Manager of HP, Bangalore. You want Ninety desktop computers at the quoted price of Rs. 34, 000/- each. Request the Sales Manager to send details regarding the payment system, delivery charges and the delivery time.

(7.5+7.5= 15)

Q3 A) As registrar, IGDTUW, write a **letter** to honourable Lt. Governor, Delhi explaining the present pandemic, its deadly effects on mass group of students travelling via metro and other forms of public transport, requesting him to extend the dates of reopening university.

B) Write **Minutes of the monthly board meeting** of Pearson Publications Ltd. at which, among other things, the following items were on the agenda:

- . To consider the proposal for extension of the administrative office building of the company at DaryaGanj.
- . To consider the request for building a welfare center for the employees of the company.

- To consider the suggestion of appointing two new Sales Officers for the company.

(7.5+7.5= 15)

Declaration of the Paper Setter

I have followed these instructions during paper setting with best of my knowledge

- a.) No direct questions such as definitions, comparisons, diagrams etc has been given where the student can use the book/online resources directly to answer the question and
- b.) Ensured that each and every question is verified through google and the same is not directly available and
- c.) Ensured that the paper covers entire syllabus, all the questions are unambiguous as per the format and followed university norms

Name of the Paper Setter: Himani Sharma

Email Id: hmnsrm07@gmail.com

Mobile No: 9971276172

Declaration of the department Moderation Committee

The above paper is moderated and followed above guidelines

Name of the HOD Dr Ranu Gadi

Name of the Faculty1 Dr Bhavya Raj

Name of the Faculty2 Dr Dhanjay Yadav