

END TERM EXAMINATION

FIFTH SEMESTER [B.TECH] FEBRUARY 2023

Paper Code: ETHS301 Subject: Communication Skills for Professionals

Time: 3 Hours

Maximum Marks: 75

**Note: Attempt five questions including Q.No.1 which is compulsory.
Select one question from each unit.**

- Q1 Write short notes on **any five** of the following: (5x5=25)
- a) Types of communication
 - b) Soft skills
 - c) Proxemics
 - d) Data collection in research
 - e) Barriers in effective listening
 - f) General etiquettes of interview
 - g) Speech mechanism

UNIT-I

- Q2 Elucidate with examples the 7 Cs of communication. (12.5)
- Q3 Discuss certain ways of personality development. (12.5)

UNIT-II

- Q4 What is paralanguage? Discuss its importance. (12.5)
- Q5 Write short notes on: (12.5)
- i) phoneme ii) syllable iii) intonation iv) stress v) diphthong

UNIT-III

- Q6 Draft a resume and a cover letter to apply for the job of an engineer in a Software Company. (12.5)
- Q7 What is a report? Discuss the structure of a formal report. (12.5)

UNIT-IV

- Q8 How can a presentation be made effective? Discuss. (12.5)
- Q9 Explain the types of Group discussion and the guidelines to make it effective. (12.5)
