

(Please write your Exam Roll No.)

Exam Roll No.

END TERM EXAMINATION

FIFTH SEMESTER [B.TECH] NOVEMBER-DECEMBER-2019

Paper Code: ETHS-301

Subject: Communication Skills for Professionals

Time : 3 Hours

Maximum Marks : 75

Note: Attempt all questions as directed. Internal choice is indicated.

Q1 Attempt any five of the following:- (5x5=25)

- ✓(a) What determines a person's personality?
- (b) What do you mean by hard skills?
- ✓(c) Differentiate between listening and hearing.
- ✓(d) What is stress interview?
- ✓(e) What are the 7Cs of Communication?
- (f) What are the various types of interviews?
- ✓(g) What is proxemics?

UNIT-I ✓

- Q2 (a) How are the following important in personality development? (3)
- ✓(a) Personal Grooming (3.5)
 - ✓(b) Self Esteem and Confidence (3)
 - ✓(c) Emotional Stability (3)
 - ✓(d) Diverse Experiences (3)

OR

- (b) State an example of any organization that has moved on to focusing more on development of soft skills than hard skills. How do you believe this has affected the organization's receptivity, demand, productivity and profits? (12.5)

UNIT-II ✓

- Q3 (a) Distinguish between the following:- (3)
- (i) Phoneme and Syllable (3.5)
 - (ii) Monophthongs and Diphthongs (3)
 - (iii) Vowel Sounds and Consonants (3)
 - (iv) Primary accent and Secondary Accent (3)

OR

- ✓(b) What do you mean by Paralanguage? Explain its advantages and limitations. (12.5)

UNIT-III ✓

- Q4 (a) What is the difference between Resume and Curriculum Vitae (CV)? Draft a Resume to apply for the job of an Assistant Engineer in a Software Company. (12.5)

OR

- (b) What is the difference between a Notice and a Circular? Write a circular to inform the employees about the Board's decision to introduce a productivity-linked bonus scheme in the company. (12.5)

UNIT-IV ✓

- Q5 (a) Discuss in detail how one can prepare for an effective and successful interview. (12.5)

OR

- (b) Write short notes on following:-
- (i) Handling difficult questions in presentations (3)
 - (ii) Audio-Visual aids in presentation (3)
 - (iii) Organizing script for an effective presentation (2)
 - (iv) Audience Interaction (2)
 - (v) Stage Fright (2.5)