

Total No. of printed pages = 2

HS 181108

Roll No. of candidate

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

2022

B.Tech. 2nd Semester (Group B) End-Term Examination

COMMUNICATION AND PROFESSIONAL SKILLS

(New Regulation & 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. Rewrite the following sentences correctly.

(10 × 1 = 10)

- (i) Time and tide waits for no man.
- (ii) The committee have issued the report.
- (iii) The two first students were awarded gold medals.
- (iv) A bird in hand is worth two birds in the bush.
- (v) The virtue is its own reward.
- (vi) He removed his coat and hanged it on a nail.
- (vii) I was so lonely.
- (viii) Please excuse me being late
- (ix) He was very surprised by the news.
- (x) Here is the book that you asked.

em
engage

engage

Dec 3

2. (a) Define communication. Write the characterize of effective communication. (7)

(b) Explain the role of eye contact in communication. (4)

(c) How does feedback influence communication process? (4)

[Turn over

(B)

3. (a) Why has technical writing become so important for the industry and organization? Explain few types of technical writing. (7)
- (b) How does proper methodology help in report preparation? (4)
- (c) What are the formats of technical reports? ~~What~~ are components of a manuscript format? (4)
4. (a) What is soft skills? Why are soft skills so much in demand? (3+4=7)
- (b) "Job interviews are the gate way to job market" Discuss. (4)
- (c) Write few elements of effective presentation. (4)
5. (a) Prepare a Curriculum Vitae and write a cover letter for a job of Assistant Engineer published in a National Daily. (7)
- (b) What are the characteristics of a memo? (4)
- (c) Emails are very fast means of communication, but have some drawbacks. Discuss. (4)
6. (a) What is audience profile? How does audience profile help in communication? (7)
- (b) Write a note on importance of audience in communication. (4)
- (c) Does an intelligent communicator target audience's expectations? give reasons for your answer. (4)
7. (a) How should one prepare for presenting a paper? (7)
- (b) Mention the aids of presentation. (4)
- (c) How can a presenter overcome his or her stage fright? (4)