

Total No. of printed pages = 2

HS 181108

Roll No. of candidate

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2021

B.Tech. 1st Semester (End-Term) Examination
COMMUNICATION AND PROFESSIONAL SKILLS
(New Regulation w.e.f. 2017-18)
(New Syllabus)
(Group A) (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 and any *four* from the rest.

1. Answer the following as directed : (10 × 1 = 10)
 - (i) He is _____ NCC Cadet (use appropriate article)
 - (ii) I am the man who am guilty. (correct the sentence)
 - (iii) He is strong enough to lift the weight easily. (write in complex sentence)
 - (iv) He is enamored _____ this place. (write appropriate preposition)
 - (v) Traffic jam delayed me. (Frame suitable question to get this answer)
 - (vi) He said to you "I was much struck by your eloquence" (Rewrite in indirect speech).
 - (vii) The statement has been tampered with. (Write in passive voice)
 - (viii) The sun set. We began our march (Combine the sentence using Absolute phrase)
 - (ix) Each of the boys are good. (write the correct form of the verb)
 - (x) One who speaks for others. (Express in one word).
2.
 - (a) "Soft Skills is an umbrella term of various skills". Explain. (7)
 - (b) Discuss some measures to overcome stage fear. (4)
 - (c) Justify Soft Skills as people skills. (4)

[Turn over

3. (a) "Good Interpersonal communication is a result of enhanced personality"
Explain. (7)
(b) How does a properly decoded message draws proper feed back? (4)
(c) Write the role of communicator-audience rapport in communication. (4)
 4. (a) How does a well designed Curriculum Vita reveal manifold aspects of a
candidate's personality? (7)
(b) Write some characteristic features of a Cover Letter. (4)
(c) What is a memo? Write two advantages of Memo. (2+2=4)
 5. (a) What is audience analysis? Why does a communicator need to analyze
his/her audience before presentation? (7)
(b) "A communicator should respect audiences' expectation and preferences"
Explain briefly. (4)
(c) "Audience is the centre to the communication process" Justify. (4)
 6. (a) Explain any five elements of a good report. (7)
(b) What do you mean by secondary source of data? Name two. (4)
(c) Justify report as a piece of good communication. (4)
 7. (a) What are the ethics to be followed to prepare a good research paper?
Explain. (7)
(b) Write the importance of abstract of a research paper. (4)
(c) What are steps to be followed to prepare a Bibliography? (4)
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