**II** **B. Tech II Semester I**

**Lab INTETRNAL Examination Question Bank A.Y. 2024-25**

**Subject: Communication Skills Marks: 20**

**Sub Code: (MR23-1HS0134) Time: 2hr**

**Question Bank Lab Internal 1**

1. Draft a professional email to your supervisor requesting feedback on a report you’ve submitted. In your email, explain how receiving their feedback will help enhance the quality of your upcoming presentation.
2. Write a professional email to your supervisor requesting an extension on a project deadline. Be polite, provide a valid reason, and propose a new deadline.
3. Explain the different types of communication (Verbal, Non-verbal, Written, and Digital). Provide examples of each.
4. Discuss the importance of non-verbal communication and its role in effective communication.
5. Discuss the importance of teamwork and collaboration in a professional environment. How can communication enhance team performance?
6. What are the benefits of using visual tools like Prezi and Powtoon in a presentation? Discuss their impact on audience engagement.
7. What is email etiquette? Discuss best practices for writing formal and informal emails.
8. Describe strategies for effective conflict resolution in a professional setting. What role does communication play in resolving conflicts?
9. Identify common barriers to effective communication and propose practical remedies for overcoming them.
10. What is the role of facial expressions and body language in face-to-face communication? Provide examples.
11. Write a Statement of Purpose (SoP) for applying to a master's program in Business Administration. Highlight your academic background, professional experiences, and your motivation for pursuing the program.
12. You are applying for a post-graduate program in Computer Science. In your SoP, explain how your previous academic and personal experiences have prepared you for this program and your future career goals.
13. Create a resume for a fresh graduate with a degree in Computer Science. Highlight relevant skills, academic projects, internships, and any certifications or technical proficiencies that would make the candidate a strong fit for an entry-level software development role.
14. Create a resume for a recent graduate applying for an entry-level marketing position. Focus on showcasing relevant coursework, skills, and any internships or volunteer work.
15. Write a cover letter for a job application in the marketing field. Highlight your relevant skills and experiences while ensuring the tone is professional and aligned with the company culture.
16. You are applying for a project management position. In your cover letter, explain how your previous experiences make you a good fit for the role, and mention how your skills will contribute to the company’s goals.

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| **Answer all the following questions (All Questions are compulsory)** | |
| **Part-A**  1.  2.  **Part-B**  **Activity: Role play given by your teacher and Viva voce** | 5M  5M    10M |