

Bihar Engineering University, Patna
B.Tech 5th Semester Examination, 2024

Course: B.Tech
Code: 100508

Subject: Professional Skill Development

Time: 03 Hours
Full Marks: 70

Instructions:-

- (i) The marks are indicated in the right-hand margin.
- (ii) There are **NINE** questions in this paper.
- (iii) Attempt **FIVE** questions in all.
- (iv) Question No. 1 is compulsory.

Q.1 Choose the correct option / answer the following (Any seven question only):

[2 x 7 = 14]

- (a) In a group discussion, a participant should ideally avoid:
 - (i) Listening actively
 - (ii) Dominating the conversation
 - (iii) Using logical arguments
 - (iv) Respecting others' viewpoints
- (b) Which of the following is NOT considered a key component of public speaking?
 - (i) Audience engagement
 - (ii) Technical jargon
 - (iii) Clarity of speech
 - (iv) Body language
- (c) Emotional intelligence primarily involves:
 - (i) Technical acumen
 - (ii) Financial literacy
 - (iii) Self-awareness and empathy
 - (iv) Competitive skills
- (d) Which of the following is a **people skill** important for workplace success?
 - (i) Financial accounting
 - (ii) Active listening
 - (iii) Technical writing
 - (iv) Programming
- (e) Which of the following is NOT a component of interpersonal skills?
 - (i) Self-motivation
 - (ii) Conflict resolution
 - (iii) Team collaboration
 - (iv) Leadership
- (f) The key difference between negotiation and persuasion is:
 - (i) Negotiation is always confrontational
 - (ii) Persuasion aims at mutual compromise
 - (iii) Negotiation involves two-way communication for mutual benefit
 - (iv) Persuasion uses forceful communication
- (g) Time management is best defined as:
 - (i) Completing tasks as fast as possible
 - (ii) Delegating all tasks to others
 - (iii) Prioritizing and scheduling tasks efficiently
 - (iv) Doing multiple tasks simultaneously
- (h) In a resume, the objective statement should:
 - (i) Focus on salary expectations
 - (ii) Be vague and generic
 - (iii) Be tailored to the specific role
 - (iv) List all achievements
- (i) An entrepreneurial mindset is characterized by:
 - (i) Risk aversion
 - (ii) Dependence on job security
 - (iii) Innovation and initiative
 - (iv) Resistance to change
- (j) Which element does NOT contribute directly to employability?
 - (i) Networking
 - (ii) Time management
 - (iii) Arrogance
 - (iv) Emotional intelligence

- Q.2** Imagine you are selected to represent your institute at a national-level tech conference. How would you prepare for your public speaking session to ensure audience engagement, clarity, and professionalism? Discuss the role of body language and voice modulation in your strategy. [14]
- Q.3** Your team is facing frequent conflicts and delays in completing the college project (capstone project) due to lack of cohesion among team members. Analyse how interpersonal skills like emotional intelligence, leadership, and negotiation can help resolve the conflict and improve group performance. [14]
- Q.4** You are an intern in a company with tight deadlines and high expectations. Describe a real-world plan on how you would use time management tools and stress management techniques to balance productivity and well-being. Support your answer with examples. [14]
- Q.5** You are a junior executive in a boardroom meeting where a senior manager asks you to tweak a report to show better performance than reality. Analyze this situation using the concepts of professional ethics and business etiquette. What would you do and why? [14]
- Q.6** What do you understand by a Group Discussion? State the Do's and Don'ts of participating in a GD. [14]
- Q.7** You're applying for your dream role in a leading tech company! Draft a plan to tailor your resume based on the company's profile and job description. Justify how your format and content reflect professional writing standards. [14]
- Q.8** As a B. Tech student, you are unsure whether to pursue a job or start your own venture. Compare and contrast the employability and corporate skills required in both paths. Conclude with your choice and a justification based on your self-assessment. [14]
- Q.9** You are newly appointed as the team leader for a technical club. Describe how you would develop and demonstrate leadership qualities to build trust, motivate your team, and achieve targets. Use examples from real or hypothetical scenarios. [14]
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