

# Questionbank

## II/II Sem

### subject: Professional Communication

#### UNIT 1: SELF – APPRAISAL

##### Short Questions

1. What is meant by self-introspection?
2. How do you do your self – introspection?
3. Define Self Appraisal.
4. What is SWOT Analysis?
5. What is Goal Setting?
6. Expand SMART Goals.
7. What are the factors that influence one's personality?
8. Write how do you do personal SWOT analysis.
9. What are the aspects of Personality Development?
10. How can you develop soft skills?
11. What are the Principles of Goal Setting?
12. What important personality traits are required in early stages of career?
13. How does the interviewer validate your strengths and weaknesses?
14. When do you use SWOT?
15. How is Self Introspection useful for an individual?
16. Write two concepts on introspection.
17. What is positive belief and how does it help an individual to perform well?
18. Write the impact of grabbing opportunity for the question “tell us about yourself.”
19. Write the factors involved in career planning
20. What are the useful flaws in Self introspection?
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## Long Questions

1. Explain Self Appraisal ,Self Retrospection and Self Introspection.
2. Discuss the role of internal and external factors of SWOT and how is it executed.
3. Compare the planning of short term and long term goals for a good career.
4. Explain the concept of Goal Setting. Write the motives that drive people to achieve goals?
5. Write SMART goals? Explain with examples how one can achieve SMART goals.

## UNIT II: PROFESSIONAL ETIQUETTE

### Short Questions

1. List important expressions of Business Etiquette.
2. What is Space and Privacy that one should maintain in a business meeting.
3. What is etiquette?
4. Mention briefly different types of Etiquette.
5. Define Communication Etiquette.
6. What is Netiquette?
7. Write the do's and don'ts of E Mail etiquette.
8. Write the basic rules of Professional Etiquette.
9. Write the examples of Social Networking.
10. Define mannerism and list any two types of mannerisms with examples.
11. What is meant by positive attitude? How can we develop it in shaping a good career with an example?
12. Write at least ten good and bad traits, an individual needs to possess.
13. Define the terms Personality and Behavioral traits.
14. Write the advantages and disadvantages of social net work.
15. Write at least six advantages of positive attitude.
16. List Forbes 7 negative behaviors of a fresher.
17. Write at least any five negative behavioral traits, we need to get rid of.
18. Write about Telephone Etiquette.
19. Write and explain different types of etiquette.
20. Write basic rules of dealing with people at work place.

### Long Questions

1. Describe five main Behavioural Traits..
2. What is meant by positive attitude? How can we develop it?
3. Write at least ten positive and negative traits.
4. Define the terms Personality, behavioral traits, etiquette, decorum , manners, protocol and faux pas.
5. Analyze the statement, “Good behavior and personality are more important for a bright future”.

### UNIT III: TEAM BUILDING

#### Short Questions

1. What is a conference call? Write the challenges /difficulties of it.
2. What are the qualities of a good leader?
3. Define leadership skills.
4. What are Interpersonal Skills?
5. How does a team leader works.
6. Write the aspects of Team building.
7. Define Team building.
8. What is Positive attitude?
9. List different types of teams and mention the ways to improve the efficiency of a team.
10. Interpret the advantages of a Good Team?
11. What is the role of a team leader in team building?
12. Write the systematic and oar approach for making decisions.
13. Define “negotiating skills”.
14. Write the elements of negotiation skills.
15. Define Group Discussion and explain the different roles in a Group Discussion..
16. Analyze one of the successful team leaders like M.S. Dhoni.
17. What is informal negotiation?
18. Interpret on, “talent wins games but teamwork wins championships”.
19. What is the role of Group Discussion in reflecting personality?.
20. Analyze the case studies of Captain J. Smith and M.S. Dhoni.

#### Long Questions

1. Explain the essentials of a Successful Team
2. Describe the importance of Leadership skills at Workplace.
3. Explain the process of Team building.
4. Write the key aspects of Group Discussion.
5. Discuss the different stages of negotiation skills.

## UNIT IV – LOGICAL THINKING AND ANALYTICAL REASONING

### Short Question

1. What is decision making?
2. Write the difficulties of decision making.
3. Mention various segments in a decision making wheel.
4. What are the steps involved in problem solving?
5. Draw and explain Fish bone method of solving problems.
6. Define intuition in decision making
7. What is the role of reasoning in decision making?
8. Define effective decision making.
9. Write the systematic and oar approach for making decisions. What stops from decision making?
10. Define “vested interests”
11. What is “Emotional Attachment” in decision making?
12. Define “Problem Solving”
13. Inter-personal relationships fail because of poor problem solving. Why?
14. Interpret the basic steps involved in solving a problem
15. What is risk management?
16. What is “Emotional Intelligence” in Problem solving?
17. Write any TWO stages of “Problem Solving”
18. Define “Conflict Management”
19. Choose the contexts and apply the techniques of conflict management.
20. List the useful tips for handling conflicts effectively.

### Long Questions

1. Explain various stages of “Conflict Management”.
2. Define decision making and write the difficulties in making a decision.
3. What is meant by conflict management? Examine various techniques of conflict management.
4. Draw the decision making wheel and explain in detail.
5. What are the problems that can prevent from effective decision making?

## **UNIT V: PRESENTATION SKILLS**

### **Short Questions**

1. Define the term CHRONEMICS.
2. Write some useful tips for oral presentation.
3. Define poster presentation and describe the layout of it.
4. Mention any TWO standard scientific poster sections.
5. Write general points about Poster presentations.
6. What is the main objective of “Presentation skills”?
7. Write the two methods for making posters.
8. What are the basic things to know about the location of your presentation?
9. Write the importance of visual aids for a presentation.
10. What is “Kinesics”?
11. Define “Proxemics”?
12. Define “Paralinguistics”?
13. Define “Chronemics”?
14. What is “Panel method” in Presentation?
15. What does “Research Work poster contain?”
16. Write TWO stages in producing a poster.
17. What is layout of a poster?
18. What is design of a poster?
19. What is “Preparing your final Poster”?
20. Write at least eight useful tips for oral presentation.

### **Long Questions**

1. Explain the strategies of making an effective poster presentations.
2. Define Kinesics and explain various things it contains.
3. Define the term PROXEMICS and write about different zones under it.
4. Write a detailed note on Paralinguistics.
5. Explain various elements of organizing content for presentation.

