

(Please write your Enrollment Number)

Enrollment No. _____

MID-TERM EXAMINATION
(Course Name : B. Tech.) (Semester : I)
(October, 2024) OFF LINE mode

Subject Code: HMC-101	Subject: Communication Skills
Time : 1 ½ Hours	Maximum Marks : 30

Note: Q. 1 is compulsory. Read the Questions carefully before attempting the Questions

Q1	Give your answer in Five points each for the following:-	(2.5*4)	
	(a) 'Biggest Barriers are often the ones that exist in our mind' Discuss five steps to solve various Intrapersonal barriers that stem from within.	UNIT-1	CO ₁
	(b) Explain why the channel/ medium being used for the transmission of a message needs to be considered in the process of communication with a suitable example.	UNIT-1	
	(c) What is the importance of career objective in a resume?	UNIT-3	CO ₂
	(d) Why the presenter should not read from the slides while delivering the presentations?	UNIT-3	
Q2	(Attempt any Two Parts) UNIT-1 (CO₁)		(5,5)
	(a) 'The 7 C's of communication are a useful guide to effective communication.' Discuss the above with relevant examples.		
	(b) You are leading a team project in college and notice that one of your classmates seems disengaged and is not contributing as expected. Identify the potential Interpersonal barriers to communication that may be affecting their performance. How would you approach this situation to uncover the root cause and improve communication?		
	(c) How does using gender-sensitive language contribute to creating inclusive environments for individuals of diverse gender identities?		
Q3	(Attempt any Two Parts) UNIT-3 (CO₂)		(5,5)
	(a) You are applying for the position of <u>Junior Software Developer</u> at TechNext Innovations Pvt. Ltd., a leading <u>IT company</u> . The job requires candidates to have <u>strong problem-solving skills</u> , <u>proficiency in programming languages such as Java and Python</u> , and the ability to <u>work collaboratively in a team environment</u> . Using the information provided, draft a formal cover letter discussing <u>relevant skills</u> , <u>experience</u> , and <u>enthusiasm</u> for the position. The cover letter should be addressed to the HR Manager, Mr. Anil Sharma.		
	(b) 'Creating a cordial and cooperative atmosphere is extremely important in a group discussion even if you disagree with your team members.' In Light of the above statement, enlist five strategic Do's and five Don'ts to remember in case such conditions arise.		
	(c) Discuss the importance of audio-visual aids in enhancing the impact of your presentation. What according to you are useful strategies which help in audience engagement?		