

Code : 100508

**B.Tech 5th Semester Exam., 2020
(New Course)**

PROFESSIONAL SKILL DEVELOPMENT

Time : 3 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.

1. Answer any seven of the following questions :

2×7=14

- (a) List four skills which are important for group discussion.
- (b) Define group.
- (c) What is a schedule?
- (d) Explain what is a resume.
- (e) List any four qualities of a leader.
- (f) What is walk-in-interview?
- (g) What do you understand by ethics?

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(Turn Over)

(2)

- (h) What are the outcomes of a positive attitude?
- (i) What, according to you, is the role of independent directors in the board?
- (j) Define kinesics.

- 2. Explain project life cycle using a flow chart. 14
- 3. What is the role of body language in communication? 14
- 4. What is the significance of group formation? Explain the stage of group formation. 14
- 5. Define stress. Explain any four methods of stress management. https://www.akubihar.com 14
- 6. What is the importance of emotional intelligence in professional life? 14
- 7. What business etiquettes should be observed by a salesman? Explain. 14
- 8. What preparations should be done by a candidate for a job interview? 14
- 9. Give the techniques of effective time management. 14

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