

Roll no.: 246031

Name: Sumit Kumar

**MAULANA AZAD NATIONAL INSTITUTE OF TECHNOLOGY BHOPAL**

**DEPARTMENT OF HUMANITIES & SOCIAL SCIENCES**

**MID-TERM EXAMINATION** Date: 07/04/2025

Course: B. Tech, Semester II

Section: G

Subject: Oral and Written Communication Skills

Subject Code: HUM24106

Time: 1 hour

Maximum Marks: 20

*Note: All questions are compulsory.*

Read the scenarios below and answer the questions that follow:

**I. Background:** Jay and Sara are colleagues in a multinational corporation. They are part of the same team but have been facing issues in their interpersonal communication, leading to misunderstandings and decreased productivity.

**Scenario:** Jay sent an email to Sara about a project update, but Sara misunderstood the message. This led to a delay in the project timeline and caused tension between them.

Questions:

1. What are the possible reasons for the miscommunication between Jay and Sara? (2 marks)
2. How could Jay and Sara have avoided this misunderstanding? (2 marks)
3. What strategies can they use in the future to improve their interpersonal communication? (2 marks)

**II. Scenario:**

Imagine a situation when you have multiple tasks with overlapping deadlines.

Questions:

1. How would you prioritize your tasks to ensure efficient time management and timely completion? (2 marks)
2. Describe a time management technique you have used successfully to meet a challenging deadline. (2 marks)
3. Explain the importance of setting realistic goals and deadlines in effective time management. (2 marks)

**III. Scenario:** Your friend/roommate is consistently negative and complains about everything.

1. How would you handle this situation and maintain a positive environment? (4 marks)
2. Explain the benefits of having a positive attitude and how it can impact your studies, relations and outlook. (4 marks)