

**HOPE Foundation's**  
**Finolex Academy of Management & Technology**  
**Termwork Assignments**

**Subject: PCE I**  
**Semester: V**

**Class: TE IT**  
**AY: 2023-24**

Sr. No	Assignment	Question	LL	CO
1	Employment Skills	Q.1 Prepare a cover letter in the complete block format and a resume.	Create	02
		Q. 2 Write a statement of purpose to seek admission to any post graduate course in an institute of your choice.	Create	
2	Verbal Aptitude	Read the passage given below and fill in the blanks with the suitable option: Earth, our home, is the third planet from the sun. It's the only _____ (a) known to have an atmosphere containing free oxygen, oceans of water on its surface and, of course, life. The fifth-largest planet of the Solar system is the Earth. It is smaller _____ (b) the four gas giants — Jupiter, Saturn, Uranus and Neptune — but larger than the three other rocky planets, Mercury, Mars and Venus. Earth has a diameter of roughly 8,000 miles and is _____ (c) because gravity pulls matter into a ball. But, it is not perfectly round. Earth is really an "oblate spheroid," because its spin causes it to be squashed at its poles and swollen at the equator. 71 per cent of the Earth's surface is covered with water, and most of that is in the oceans. About a fifth of Earth's atmosphere consists of oxygen, produced by _____ (d). While scientists have been studying our planet for centuries, a lot has been learned in the past few decades by studying pictures of Earth from space.	Understand	02
		1.a – Moon, Satellite ,Surface ,Life 1.b – For, Then, Than, There, On 1.c - Oval, Round , Square, Uneven , Disrupted 1.d - Animals , Humans , Living Beings, Plants		
		Q. 6 Choose the most logical order of sentences to construct a coherent paragraph: A. Despite the strong performance of the economy in 2010-11, the outlook for 2011-12 is clouded by stubborn and persistently high inflation, and rising external risks. B. The three key macroeconomic concerns before the Union Budget 2011-12 were high inflation, high current account deficit (CAD), and fiscal consolidation. C. Additionally, there was an expectation that the government would restart the reform process. D. While the Budget sets a lower nominal gross domestic product (GDP) growth target of 14%, we believe that the real GDP growth target of 9%	Analyse	

		factored in the Budget is on the optimistic side. E. The Budget has made an attempt to address all these issues, albeit through small steps. Options - BCEAD, CBAED , DACEB , ADCEB		
		Q.7 Which of these words completes the sentence in a way that makes the most sense? He avoided _____ because he was _____. A) redundancy B) indispensable C) redundancy D) indispensable.	Understand	
		Q.8 'Medicine' is to 'illness' as 'law' is to _____. Options - Anarchy /Discipline/Treason /Etiquette	Understand	
		Q.9 Which of these words is the odd one out? Swindle /Harass /Provoke /Annoy/Pester	Understand	
		There are seven species of deer living wild in Britain. The red deer and the roe Deer are native species. Fallow Deer were introduced by the Romans and since the 17th century, have been joined by three other non native species: Sika, Muntjac and Chinese water Deer which have escaped from parks. In addition a herd of Reindeer was established in Scotland in 1952 most of the Red Deer in Britain are found in Scotland but there are significant wild populations in south west and northwest England, East Anglia and the north midlands with the introduced Japanese Sika Deer and in some areas hybrids are common. Statement – All of the Red Deer in Britain are found in Scotland. True/False/can not say	Understand	
		Q.10 Mark the option which best expresses the sentence in Passive voice: We forced the opponent to surrender in War of Duty. a. In War of Duty, we forced the opponent to surrender. b. We forced in War of Duty to surrender the opponent. c. The opponent was forced to surrender by us in War of Duty. d. None of the mentioned options.	Understand	
3	Introduction to Interpersonal Skills	Q1. Analyze Rama Rao using Maslow's Hierarchy of Needs Theory.	Analyse	05
		Q2. Identify the emotional intelligence issues in this case. Is Dale responding to his failure in an emotionally intelligent way? If not, how could he respond better?	Remember	
		Q3. Compare the leadership styles of Richard Branson and Terry Gou in the light of Path Goal leadership theory.	Understand	
		Q4. Frame your assertive response for the situation mentioned in Case study IV.	Create	
		Q5. Write short note on Delphi Technique.	Remember	

4	Presentation Skills	Q1. Prepare the script of Oral presentation with PPT on any technical topic.(Time: 08 minutes -Practice Round I)	Apply	04
5	Corporate Ethics	Q1. Which one from the following could be considered the most accurate definition of a corporate code of conduct? a. A set of rules regarding legal compliance b. A set of ethical standards c. A set of rules regarding a business' values, beliefs and ethics as well as rules governing legal compliance d. A set of rules regarding a business' values	Remember	
		Q2. Problems involving conflict between moral imperatives. Options: Issues /Scruples /Conflict / Ethical dilemma	Remember	
		Q3. If you work for an ethical, socially responsible company you will never be faced with an ethical issue or dilemma. True/False	Understand	
		Q4. If an action is legal, it is by definition ethical. * True/False	Remember	
		Q5. You recently fired someone who often came to work late, left early, and spent a lot of time surfing the internet for fun while on the job. Recently, you have learned that another member of your staff is doing the same thing. However, this person is the daughter of a close personal friend (who doesn't work at the company). You have given this employee several warnings about her behaviour but the problems continue. Would you: a. Fire the employee b. Give her a final warning and hope this takes care of the situation. c. Ask your friend to speak with her daughter.	Analyse	
		Q6. Which of the following is NOT the function of a Trademark? a. It identifies one maker's goods or services and distinguishes them from those offered by others. b. It indicates that all goods or services offered under the mark come from a single producer, manufacturer, or "source". c. It indicates that all goods or services offered under the mark are of consistent quality. d. It indicates the deficiency in the services of goods and service offered by a company.	Remember	
		Q7. Which of the following is NOT an Intellectual Property? A plot of land/ Patents / Copyrights / Industrial Design Right	Remember	
		Q8. If you write an original story, what type of intellectual property gives you the right to decide who can make and sell copies of your work? Patent/ Trade Secret/ Copyrights /Trade mark	Understand	

		Q9. Imagine a sports team sets up a company to sell its own range of clothes. What type of intellectual property can the team use to show that the clothes are made by them? Copyright /Geographical indications /Patents / Industrial Design Right/Trademarks	Understand	
		Q10. If a company develops a new technology that improves its main product, what type of intellectual property can they use to stop others from copying their invention? Copyright /Patent /Trademark /Industrial Design Right	Understand	
6	Technical Proposal	Q. 1 Prepare a technical proposal for an upcoming technical project.	Create	01
7	Technical Article Review	Q.1 Write a review on a technical article published in IEEE format and submit with a plagiarism check report.	Analyse	01
8	Documentation of Meeting	Q.1 Imagine you are the mini project team leader. Your team is facing several issues, and you've decided to convene a meeting to address them. Prepare a notice, an agenda and minutes of meeting.	Create	01

**Subject In-charge: Ms Nargis H. Gangrekar**