

CONTINUOUS INTERNAL EVALUATION - 1

Dept: Basic Science (Humanities)	Sem / Div: II sem / AI, CD, CS, CV, EC, ME	Sub: Professional Writing Skills in English	S Code: BPWSK206
Date: 14/05/2024	Time: 9:00 am - 10:00 am	Max Marks: 50	Elective: N

QN	Questions	Marks	RBT	COs
PART A				
1	What is the purpose of a resume? a) To secure a job interview b) To provide a detailed account of personal life c) To showcase academic achievements d) None of the above	1	L1	CO4
2	Which document is typically longer: Resume or CV? a) Resume b) CV c) Both are of equal length d) None of the above	1	L1	CO4
3	_____ is a characteristic of effective paragraph organization. a) Repetition b) Irrelevant details c) Coherence d) Lengthy sentences	1	L2	CO2
4	What should a candidate focus on during a professional interview? a) Talking excessively b) Avoiding eye contact c) Active listening d) Interrupting the interviewer	1	L2	CO5
5	What is the primary goal of a formal presentation? a) To entertain the audience b) To inform and persuade c) To confuse the audience d) To waste the time of the audience	1	L1	CO5
6	What is the importance of non-verbal communication in interviews? a) It conveys confidence b) It distracts the interviewer c) It is irrelevant in interview scenarios d) It weakens the effectiveness of verbal communication	1	L1	CO5
7	Which communication skill is essential during a group discussion? a) Eye Contact b) Encouraging participation c) Active listening d) All of the above	1	L1	CO5
8	Which of the following is a listening barrier? a) Active Listening b) Hard Listening c) Appreciative Listening d) Empathetic Listening	1	L1	CO5
9	Which of the following is a characteristic of a poor listener? a) Summarizes b) Blames others c) Accepts ideas d) Takes notes	1	L1	CO5
10	Which type of reading involves looking for specific information or keywords without reading every word? a) Detailed Reading b) Skimming c) Scanning d) Active Reading	1	L2	CO3
11	Which of the following is not one of the 7 Cs of communication? a) Completeness b) Conciseness c) Cooperation d) Concreteness	1	L1	CO5
12	_____ is not a characteristic of effective resume writing. a) Highlighting relevant skills b) Using a cluttered layout c) Tailoring the resume for each job application d) Proofreading for errors	1	L1	CO4
13	Which communication skill is essential during formal presentations? a) Speaking rapidly b) Using complex language	1	L2	CO5

CONTINUOUS INTERNAL EVALUATION - 1

14	c) Being responsive to audience questions d) Ignoring audience feedback What is the primary purpose of a job application letter? a) To provide personal information b) To express gratitude to the employer c) To apply for a specific job position d) None of the above	1	L1	CO4
15	_____ is a characteristic of effective non-verbal communication. a) Avoiding eye contact b) Closed body language c) Smiling and nodding d) Speaking loudly	1	L1	CO5
PART B				
16	Discuss the key elements that should be included in a well-written resume. Explain the importance of each element and provide examples of how you would effectively present your qualifications, experiences, and skills to make your resume stand out to potential employers.	10	L2	CO4
OR				
17	You are applying for a marketing manager at XYZ Creative Agency. Compose an effective cover letter. Highlight your relevant skills and experiences and demonstrate your enthusiasm for the role.	10	L3	CO4
18	You are giving a presentation on the topic "Importance of non-verbal communication in job interviews". Outline the main points you would cover in your presentation. Explain how non-verbal cues can impact the interviewer's perception of the candidate.	10	L3	CO5
OR				
19	Explain the role of leadership in facilitating a productive group discussion. (Hints: good leader, communication skills, empathy, ability to mediate conflicts, encourage meaningful dialogue among participants, active participation, listening skills, motivating others to participate, constructive feedback, etc.)	10	L2	CO5
PART C				
20	Write a precis of the given passage: "Jack enjoys spending time outdoors, especially on sunny days. There's something rejuvenating about feeling the warmth of the sun on his skin and breathing in the fresh air. Whether it's going for a leisurely walk in the park or sitting on a bench with a good book, being outside lifts his spirits and clears his mind. Jack loves watching the trees sway gently in the breeze and listening to the sounds of birds chirping nearby. Nature has a way of calming him down and reminding him to appreciate the simple joys in life."	10	L3	CO3
PART D				
21	Write a paragraph on the importance of time management in academic success.	5	L2	CO2
OR				
22	Write a paragraph on the benefits of regular exercise for physical and mental well-being.	5	L2	CO2