

Q1 (a) Briefly explain technical description. (03 Marks)

Technical description is a form of writing that provides a detailed, factual, and objective account of a **technical object, process, or concept**.

1. **Purpose:** Its main goal is to help the reader visualize, understand, or replicate the item being described.
 2. **Focus on Detail:** It emphasizes **physical characteristics** (size, shape, material, components) or the **steps in a process**.
 3. **Use of Visuals:** Often includes diagrams, drawings, or labels to enhance clarity and comprehension .
 4. **Language:** Uses precise, **non-emotional, and objective language** to ensure accuracy.
 5. **Structure:** Typically moves from a general overview to a detailed description of individual parts or steps.
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Q1 (b) Define the terms: 1) Kinesics, 2) Paralinguistic (04 Marks)

1. **Kinesics (Body Language):**
 - **Definition:** The study of **body movements, gestures, posture, facial expressions, and eye contact** as a form of non-verbal communication.
 - **Meaning Conveyed:** It communicates feelings, attitudes, and intentions without the use of words.
 - **Examples:** A handshake, nodding (agreement), shrugging (indifference), or crossed arms (defensiveness).
 - **Cultural Variation:** The meaning of specific gestures can differ significantly across cultures.
 2. **Paralinguistics (Vocalics):**
 - **Definition:** Refers to the **non-verbal elements of speech**—*how* something is said rather than the *words* themselves.
 - **Vocal Qualities:** Includes characteristics like **pitch, tone, volume, rate of speech, and rhythm**.
 - **Vocalizations:** Also covers sounds like sighs, gasps, throat clearing, and fillers (e.g., "um," "ah").
 - **Emotional Indicator:** Paralinguistics is vital in conveying the speaker's emotional state and attitude toward the message.
 - **Emphasis:** Changes in vocalics can emphasize or alter the meaning of spoken words.
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Q1 (c) How would you structure a presentation so as to make it most effective? (07 Marks)

An effective presentation follows a clear, three-part structure to ensure the audience can easily follow and retain the information.

1. Introduction (Tell them what you'll tell them):

- **Attention-Grabber:** Start with an engaging hook, story, or striking statistic to immediately draw the audience in.
- **Thesis/Objective:** Clearly state the **main purpose** and central message of the presentation.
- **Roadmap:** Provide an **overview** or agenda of the key topics you will cover.
- **Establish Credibility:** Briefly explain your expertise or connection to the topic.

2. Body (Tell them):

- **Logical Flow:** Organize the main points in a **logical sequence** (e.g., chronological, problem/solution, cause/effect).
- **Clear Sections:** Divide the content into 2-5 distinct main sections, introduced by transition phrases.
- **Supporting Evidence:** Each main point must be supported by **relevant data, examples, visuals, or case studies**.
- **Visual Aids:** Use clear, professional, and minimal visual aids (slides) to support, not replace, your message.
- **Audience Focus:** Maintain a consistent focus on the audience's needs and how the information applies to them.

3. Conclusion (Tell them what you told them):

- **Signal the End:** Use phrases like "In summary" or "To conclude."
- **Summary of Key Points:** **Reiterate the main takeaways** and central message to reinforce memory.
- **Call to Action (CTA):** State what you want the audience to **do, think, or believe** after the presentation.
- **Memorable Close:** End with a strong, impactful final statement or quote related to your CTA.
- **Q&A Session:** Open the floor for questions, managing them effectively.

Q.2 (a) Briefly explain technical proposal. (03 Marks)

A **technical proposal** is a persuasive document written to offer a solution to a specific problem or a plan to meet a specific need.

1. **Problem-Solving Focus:** It explicitly identifies a **problem** and proposes a **detailed, technical solution** to fix it.
 2. **Persuasive Goal:** The primary aim is to **convince the reader** (client, funding agency, management) to approve and fund the proposed work.
 3. **Scope and Methodology:** It clearly outlines the **scope of work**, the methods to be used, and the resources required.
 4. **Financial Aspect:** Includes a **budget, timeline, and expected outcomes** of the project.
 5. **Types:** Can be *Solicited* (in response to an RFP) or *Unsolicited* (initiated by the writer).
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Q2 (b) Explain the role of language in intercultural communication at work place. (04 Marks)

Language plays a crucial and complex role in successful intercultural communication in a professional environment.

1. **Direct Barrier:** The most obvious role is when **different native languages** are spoken, requiring translation or a common corporate language.
 2. **Clarity and Precision:** The choice of words must be **clear and non-ambiguous** to avoid misinterpretation by non-native speakers.
 3. **Idiomatic Issues: Slang, colloquialisms, and idioms** (e.g., "hit the ground running") can be confusing and should be avoided.
 4. **Communication Style:** Language use reflects cultural norms; some cultures prefer **direct language** while others favor **indirect, high-context language**.
 5. **Tone and Politeness:** The level of **formality and politeness** embedded in the language must align with the cultural expectations of the recipient.
 6. **Non-Verbal Impact:** Language choice can influence the perception of **non-verbal cues** (e.g., a blunt statement in English may be perceived as rude regardless of tone).
 7. **Inclusivity:** Using inclusive, simple language ensures all team members, regardless of their proficiency, can participate effectively.
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Q2 (c) Explain the barriers in effective communication. How can they be removed? (07 Marks)

Barriers are obstacles that prevent a message from being decoded, understood, or responded to correctly.

Barriers in Effective Communication

1. **Physical Barriers:** Distractions in the environment, such as **noise, poor lighting, outdated equipment, or physical distance**.
2. **Linguistic/Semantic Barriers:** Issues related to language, such as **jargon, technical terms, complex sentences, or differences in the meaning of words**.
3. **Psychological Barriers:** Mental and emotional factors like **prejudices, negative attitudes, fear, or a lack of attention/interest** from the receiver.
4. **Organizational Barriers:** Flaws in the structure or functioning of an organization, such as a **poor information flow, complex hierarchy, or unclear roles**.
5. **Socio-Cultural Barriers:** Differences in **cultural norms, values, beliefs, and societal rules** that affect message interpretation.

Ways to Remove Barriers

1. **Clarity and Simplicity:** Use **simple, familiar language** and avoid excessive technical jargon or ambiguous phrases.
2. **Active Listening:** Encourage and practice **active listening** to ensure proper understanding and provide timely feedback.
3. **Empathy and Sensitivity:** Be **sensitive to cultural differences** and try to understand the message from the receiver's perspective.
4. **Feedback Mechanism:** Introduce and maintain a clear, continuous **feedback system** to check if the message has been understood correctly.
5. **Organize Physical Space:** Ensure a **conducive physical environment** by minimizing noise and maximizing comfort during communication.
6. **Non-Verbal Alignment:** Ensure that **non-verbal cues** (like body language) are consistent with and support the verbal message.
7. **Choosing the Right Medium:** Select the **most appropriate communication channel** (email, meeting, memo) based on the message and audience.
8. **Time Management:** Ensure **sufficient time** is allocated for both sending and receiving the message without rush.
9. **Message Repetition:** Strategically **repeat the key information** using different phrasing to reinforce the core message.

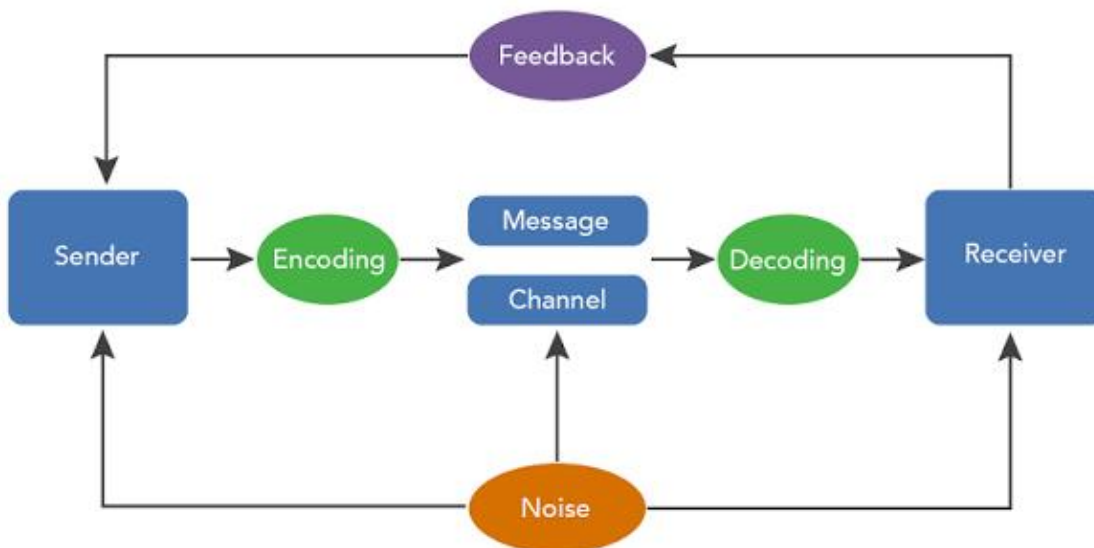
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Q2(c) Define communication and its process with a diagram. (07 Marks)

Definition of Communication

1. **Definition:** Communication is the **transfer of information, ideas, feelings, or meaning** from a sender to a receiver.
2. **Goal:** The ultimate goal is to achieve **mutual understanding** between the parties involved.

The Communication Process



The process involves a series of steps that describe how a message is generated and transferred.

1. **Sender (Source):** The person who **originates the idea** or message and wants to share it with others.
2. **Idea/Conception:** The sender first **forms the thought** or information they wish to convey.
3. **Encoding:** The idea is converted into a **symbolic form** (words, gestures, pictures, etc.) which is the *message*.
4. **Message:** The actual physical product of the source's encoding, containing the **content to be transmitted**.
5. **Channel/Medium:** The means by which the message travels (e.g., face-to-face, phone call, email, letter).

6. **Decoding:** The receiver **interprets the message** by converting the symbols back into a thought or idea.
 7. **Receiver:** The person to whom the message is **directed** and who interprets the message.
 8. **Feedback:** The receiver's **response** to the message, indicating whether the message was received and understood.
 9. **Noise:** Any **internal or external disturbance** that interferes with the message during the process (e.g., a physical sound, distraction, or semantic barrier).
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Q.3 (a) Point out the importance of Creative Thinking in work life. (03 Marks)

Creative thinking is vital in the professional world as it drives progress and competitive advantage.

1. **Innovation and Improvement:** It generates **new ideas, products, and services**, leading to business growth and market edge.
 2. **Problem Solving:** Allows for exploring **non-conventional, effective solutions** when facing complex or unique challenges.
 3. **Adaptability to Change:** Helps individuals and organizations quickly **adapt to changing market conditions** and technological shifts.
 4. **Efficiency:** Creative approaches can lead to **streamlined work processes** and more efficient use of resources.
 5. **Enhanced Collaboration:** Promotes an **open environment** where diverse ideas are valued, boosting team synergy.
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Q3(b) Define any two terms: 1) Change, 2) Persist, 3) Grow (04 Marks)

1) Change:

- **Definition:** To **make or become different**; the act of replacing one thing with another or undergoing a transformation.
- **Work Context:** Refers to **organizational shifts** in technology, strategy, structure, or culture.
- **Management:** Requires adapting to new systems, procedures, and working methods.
- **Nature:** It is often a **continuous and inevitable** aspect of modern professional life.

2) Persist:

- **Definition:** To **continue steadily or firmly** in a course of action, a state, or an opinion despite difficulty or opposition.
- **Work Context:** Demonstrates **determination and resilience** in the face of setbacks or difficult projects.
- **Goal Achievement:** A quality essential for achieving long-term goals and **overcoming obstacles**.
- **Trait:** It is a core element of a **growth mindset** and professional grit.

3) Grow:

- **Definition:** To **increase in size, maturity, or importance**; to develop from a simpler to a more complex form.
- **Work Context:** Refers to **professional development**, acquiring new skills, and moving up in the hierarchy.
- **Organizational Growth:** Can mean an increase in **revenue, market share, or employee size** for a company.
- **Learning:** Implies a **continuous learning process** and expanding one's capabilities and knowledge.

Q3(c) You have been offered a job as copy editor in a publishing firm. Write a formal letter of acceptance to the Head of the firm. (07 Marks)

A formal letter of acceptance should be polite, professional, and confirm all key details of the job offer.

Your Name

Your Address

City – PIN

Email: yourname@email.com

Phone: +91 XXXXX XXXXX

Date: 09 December 2025

To

The Head of Publishing

ABC Publishing House

City – PIN

Subject: Acceptance of Job Offer for the Position of Copy Editor

Dear Sir/Madam,

I am pleased to formally accept your offer for the position of Copy Editor at ABC Publishing House. I am grateful for the opportunity to be part of your esteemed organization and would like to thank you for placing your confidence in me.

I assure you of my commitment, professionalism, and dedication to fulfilling the responsibilities assigned to me. I am eager to contribute to the team and support the publishing goals of the organization.

As suggested, I confirm my joining on (Mention Joining Date). I look forward to beginning my journey with ABC Publishing House.

Thank you once again for this wonderful opportunity.

Yours sincerely,
Your Name

OR

Q.3(a) What is the role of Gatekeeper in Mass Communication? (03 Marks)

The **Gatekeeper** is an individual or a group that controls the **flow of information** (a "gate") in a communication channel.

1. **Selection and Filtering:** They **decide which messages** (news, stories, ads) are transmitted to the mass audience and which are blocked.
2. **Control of Content:** Gatekeepers **shape the content and presentation** of the information, influencing public perception.
3. **Editorial Authority:** They include roles like **editors, producers, and web administrators** who have the authority to modify or reject a message.
4. **Setting the Agenda:** By selecting topics, they heavily influence **what the public discusses and thinks about** (Agenda Setting Theory).
5. **Social Responsibility:** Their role carries a significant responsibility to provide **accurate, relevant, and balanced information**.

Q3(b) Briefly Explain the Flows of Communication. (04 Marks)

Communication flows describe the **direction** in which information travels within an organization.

1. **Downward Flow:**

- **Direction:** From **higher level** management/supervisors to subordinates (e.g., CEO to employees).
- **Purpose:** To give **instructions, policies, job assignments, and feedback**.
- **Example:** A manager sending a memo about a new company policy.

2. **Upward Flow:**

- **Direction:** From **subordinates** to supervisors/management (e.g., employees to manager).
- **Purpose:** To provide **feedback, reports, suggestions, and grievances**.
- **Example:** An employee submitting a performance report or suggestion box idea.

3. **Horizontal/Lateral Flow:**

- **Direction:** Among people at the **same hierarchical level** (e.g., manager to manager, co-worker to co-worker).
- **Purpose:** For **coordination, problem-solving, and sharing information** across departments.
- **Example:** Two department heads meeting to coordinate a joint project timeline.

4. **Diagonal Flow:**

- **Direction:** Across **different functions and different levels** of the hierarchy (e.g., a junior employee in Marketing speaking to a senior manager in R&D).
- **Purpose:** To **expedite communication** and overcome functional barriers, especially in project teams.

Q3(c) What are the various types of speech events? Support your answer with example of each type. (07 Marks)

A **speech event** is a defined unit of interaction governed by specific rules and norms for speaking, often involving a particular goal.

1. **Monologue/Presentation:**

- **Description:** One person speaks for an extended period to an audience without interruption.
- **Goal:** To inform, persuade, or entertain.
- **Example:** A **keynote speaker** delivering a presentation at a conference.

2. **Conversation/Dialogue:**

- **Description:** Two or more participants take turns speaking in a spontaneous, informal exchange.
 - **Goal:** To socialize, exchange information, or build relationships.
 - **Example:** A **casual chat** between colleagues during a coffee break.
3. **Formal Interview:**
- **Description:** A structured interaction with a predetermined set of questions, primarily controlled by the interviewer.
 - **Goal:** To gather specific information or assess a candidate's suitability.
 - **Example:** A **job interview** where the hiring manager asks questions to a candidate.
4. **Meeting/Discussion:**
- **Description:** A scheduled event involving multiple participants to discuss specific topics, solve problems, or make decisions.
 - **Goal:** Collaboration, consensus building, or planning.
 - **Example:** A **weekly project review meeting** with the entire team.
5. **Debate:**
- **Description:** A formal discussion where opposing sides argue on a specific resolution or topic, following strict rules.
 - **Goal:** To persuade a third party (judges or audience) to accept a particular viewpoint.
 - **Example:** A **political debate** between candidates running for office.
6. **Ceremony/Ritual:**
- **Description:** Speech used in highly structured, often traditional contexts with fixed scripts and roles.
 - **Goal:** To mark an occasion, honor someone, or fulfill a cultural requirement.
 - **Example:** A **graduation commencement speech** or a wedding toast.
7. **Group Discussion (GD):**
- **Description:** A non-hierarchical, interactive event where a group collectively discusses a topic without strict pre-assigned roles.
 - **Goal:** To analyze a problem, share perspectives, and assess communication skills.
 - **Example:** A **GD as part of a selection process** for a management training program.
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Q.4(a) What is a letter of transmittal in report writing? (03 Marks)

A **letter of transmittal** is a formal, usually one-page letter that accompanies a longer report, such as a technical report or a proposal.

1. **Purpose:** It formally **presents the report** to the recipient, acting as a cover letter.
 2. **Context:** It states the **title of the report, the purpose, and the authorization** for the report's creation (who requested it and when).
 3. **Highlight Key Findings:** It may briefly mention the **most significant findings or recommendations** to prepare the reader.
 4. **Acknowledgement:** It acknowledges anyone who provided **major assistance** in preparing the report.
 5. **Tone:** It maintains a **polite and professional** tone, expressing gratitude for the opportunity to conduct the work.
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Q4 (b) Share your ideas about Learning to say NO in professional life. (04 Marks)

Learning to say 'No' is a vital professional skill related to managing time, focus, and mental well-being.

1. **Prioritization:** Saying 'No' to low-value tasks allows a professional to **focus on high-priority assignments** that align with career goals.
 2. **Prevents Overload:** It is essential for **managing one's workload** and preventing burnout and stress.
 3. **Respect for Time:** It establishes a boundary, showing that you **respect your own time** and capacity.
 4. **Honesty and Integrity:** It is more professional to say 'No' upfront than to accept a task and **fail to deliver quality work** or miss a deadline.
 5. **Clarity:** A polite 'No' with a brief reason (e.g., "I can't take that on due to my current urgent deadline") offers clarity and avoids ambiguity.
 6. **Empowerment:** It empowers the professional to **take control of their work life** rather than being passive to others' demands.
 7. **Alternatives:** Offering an **alternative solution** (e.g., "I can't do it, but I can help you find someone who can") makes the 'No' more helpful.
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Q4 (c) Write a note on 'Group Discussion as a part of selection process in interview'. (07 Marks)

A **Group Discussion (GD)** is a selection tool used to assess a candidate's interpersonal, communication, and thinking skills in a group setting.

1. **Definition:** A group of candidates (typically 8-12) are given a **common topic** to discuss for a fixed duration (usually 15-20 minutes).
2. **Assessment Objectives:** It primarily assesses a candidate's **ability to listen, articulate ideas clearly, and influence** the group.
3. **Key Skills Evaluated:** Assessors look for **communication skills, leadership potential, analytical abilities, confidence, and team behavior**.
4. **Content and Relevance:** The quality of the ideas, the **relevance to the topic**, and the depth of knowledge demonstrated are crucial.
5. **Initiation and Conclusion:** Taking the initiative to **start the discussion** and summarizing the key points at the end are highly valued.
6. **Listening and Politeness:** Candidates must show the ability to **actively listen** to others' points and manage disagreements politely and assertively.
7. **Body Language: Non-verbal communication** (e.g., posture, eye contact, gestures) is observed for confidence and respect.
8. **Team Behavior:** The ability to be a **team player**, encourage others to speak, and build consensus is often more important than dominating the discussion.
9. **Fluency and Clarity:** The speech must be **clear, grammatically correct**, and delivered with a suitable tone and volume.

OR

Q.4(a) List any three telephonic etiquettes. (03 Marks)

Telephonic etiquette refers to the set of manners and rules that govern professional communication over the phone.

1. **Identify Yourself Promptly:** When answering, state a **professional greeting, your name, and your organization** (e.g., "Hello, this is [Name] from [Company Name]").
2. **Speak Clearly and Slowly:** Talk at a **moderate pace**, articulate clearly, and use a moderate volume, avoiding mumbling.
3. **Be Prepared and Focused:** Have necessary documents or notes ready, and **avoid multitasking** or eating while on the call.

4. **Use a Professional Tone:** Maintain a **polite, warm, and professional tone** throughout the conversation, and remember to smile (it can be heard in your voice).
5. **End Professionally:** Always **thank the caller** and confirm any next steps before hanging up (let the caller hang up first if they initiated the call).

Q4(b) 'Can ethics be taught?' share your thoughts about this concept. (04 Marks)

Whether ethics can be *taught* is a complex philosophical debate; however, they can certainly be **learned and reinforced** in professional settings.

1. **Core Values are Formed Early:** Fundamental moral values (like honesty and fairness) are generally **instilled from childhood** through family and culture.
2. **Professional Ethics Can Be Taught:** Specific **professional codes of conduct, laws, and case studies** related to technical ethics (e.g., data privacy, plagiarism) can be formally taught.
3. **Awareness is Key:** Teaching programs raise **awareness of ethical dilemmas** and provide frameworks for moral decision-making (e.g., the utilitarian approach).
4. **Reinforcement by Environment:** Ethical behavior is best **reinforced by a positive, ethical workplace culture** where leaders model the right conduct.
5. **Not Just Theory:** Ethics education must go beyond theory to include **practical application** and discussion of real-world scenarios.
6. **Developing Moral Reasoning:** Ethics training can help individuals **develop their moral reasoning skills**—how to *think* through an ethical problem, not just *what* to do.
7. **Continuous Learning:** Since the professional landscape (e.g., AI, data) constantly changes, ethical training must be a **continuous learning process**.

Q4(c) Draft a technical proposal seeking loan to establish a manufacturing unit in your village to be sent to the State Industrial Development Corporation, Jaipur. (Invent the necessary details) (07 Marks)

**TECHNICAL PROPOSAL FOR LOAN TO ESTABLISH
MANUFACTURING UNIT**

Submitted To:
The Managing Director
State Industrial Development Corporation
Jaipur, Rajasthan

Submitted By:
Mr. Rohan Sharma
S/o Mr. Dinesh Sharma
Village – Ragunathpura
District – Jaipur, Rajasthan
Contact: +91 98XXX XXXXX | Email: rohansharma@email.com
Date: 09 December 2025

Subject: Proposal for Financial Assistance to Establish a Manufacturing Unit

Respected Sir/Madam,

I am submitting this proposal seeking a term loan of ₹25,00,000 (Twenty-Five Lakhs) for setting up a Small-Scale Manufacturing Unit of Eco-Friendly Biodegradable Carry Bags in my native village, Ragunathpura, Jaipur District.

1. **Business Overview**

The proposed unit aims to manufacture eco-friendly, recyclable, and bio-compostable carry bags to replace plastic-based products. With the increasing ban on single-use plastics, the demand for biodegradable bags is rapidly rising from retail stores, supermarkets, and commercial outlets.

2. **Location of Unit**

The manufacturing unit will be installed at Plot No. 17, Gram Panchayat Industrial Land, Ragunathpura. The village is well-connected by road and has availability of raw materials and labor at reasonable cost.

3. **Project Cost Estimate**

| Particulars | Estimated Cost |
|--------------------------------------|----------------|
| Land Development & Shed Construction | ₹8,00,000 |

| Particulars | Estimated Cost |
|---|----------------|
| Machinery & Equipment (Cutting, Printing, Sealing Machines) | ₹10,50,000 |
| Raw Materials (Initial Stock) | ₹3,00,000 |
| Electricity & Installation Charges | ₹1,00,000 |
| Working Capital | ₹2,50,000 |
| Total Project Cost | ₹25,00,000 |

4. **Source of Finance**

| Source | Amount |
|--------------------------|------------|
| Applicant's Contribution | ₹5,00,000 |
| Loan Requested from SIDC | ₹20,00,000 |

5. **Implementation Plan**

Procurement of machinery – within 45 days
 Construction of manufacturing shed – 60 days
 Trial run and production begins – within 4 months from loan approval

6. **Production & Market Scope**

The unit will produce biodegradable bags in multiple sizes with custom print options. Target buyers will include:

Local retail outlets

Vegetable & fruit vendors

Shopping malls

Wholesale grain and grocery shops

Due to government restrictions on plastic, biodegradable bags hold strong market potential.

Expected monthly production: 1,20,000 bags
Expected monthly sales revenue: ₹3,00,000 – ₹3,50,000

7. **Employment Generation**

The unit will provide employment to:

8 skilled & semi-skilled workers

2 administrative & marketing staff

This will contribute to rural development and reduce migration to cities.

8. **Request for Support**

In view of the above details, I request the State Industrial Development Corporation to kindly approve a loan of ₹20,00,000 under the MSME development scheme with applicable subsidies and interest benefits.

Conclusion

I assure you that the financial assistance will be utilized effectively, and the venture will run in a profitable and sustainable manner contributing to the region's industrial growth.

Thanking You,

Yours Faithfully,

(Signature)

Rohan Sharma

Q.5(a) What do you mean by Making moral choices? (03 Marks)

Making moral choices involves a deliberate decision-making process where an individual selects an action based on their understanding of right and wrong.

1. **Ethical Foundation:** It means making a choice that **adheres to established values, principles, or codes of conduct.**
2. **Dilemma:** Often arises when a person is faced with a **moral dilemma**—a situation where two or more moral imperatives conflict.

3. **Impact Consideration:** The process involves carefully considering the **potential impact** of the choice on others and the environment.
 4. **Integrity:** A moral choice reflects the individual's **personal and professional integrity** and commitment to ethical standards.
 5. **Accountability:** The person accepts **responsibility and accountability** for the consequences of the choice made.
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Q5 (b) What tips would you give to your friend on how to successfully crack the job interview? (04 Marks)

To successfully crack a job interview, preparation, presentation, and presence are all key.

1. **Research Thoroughly:** Study the company's mission, products, and recent news to demonstrate genuine interest and knowledge.
 2. **Master Your 'Story':** Prepare to articulate your **experience and skills** using the **STAR method** (Situation, Task, Action, Result) for behavioral questions.
 3. **Prepare Questions:** Have **3-5 thoughtful questions** ready to ask the interviewer about the role, team, or company culture.
 4. **Dress Professionally:** **Overdress rather than underdress**; professional attire shows respect for the opportunity.
 5. **Arrive Early:** Aim to arrive **10-15 minutes early** to collect your thoughts and avoid rushing.
 6. **Practice Body Language:** Maintain **confident body language**—firm handshake, good eye contact, and a relaxed posture.
 7. **Follow Up:** Send a **prompt, personalized thank-you email** within 24 hours of the interview to reiterate your interest.
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Q5 (c) Write a letter to your Institute seeking Five days leaves for participating in an inter-state Tech Festival to be held in Maharashtra. (Invent the necessary details) (07 Marks)

A formal leave letter must be clear, polite, and provide all necessary details.

Your Name
Enrollment No.: XXXXXXXXX
Department of Computer Engineering
ABC Institute of Technology

City – PIN
Date: 09 December 2025

To
The Principal
ABC Institute of Technology
City – PIN

Subject: Application for Five Days Leave to Participate in Inter-State Tech Festival

Respected Sir/Madam,

I, (Your Name), a student of 4th Semester, Computer Engineering Department, request you to kindly grant me five days leave from 15 January 2026 to 19 January 2026 to participate in an Inter-State Tech Festival to be held at National Institute of Engineering & Technology, Pune, Maharashtra.

I have been officially selected to represent our institute in two events – Robotics Challenge and Software Prototype Presentation. Participation in this festival will provide valuable exposure, enhance technical skills, and bring recognition to our institute.

I assure you that I will attend all pending classes and submit any assignments promptly after returning.

I kindly request you to consider my application and grant me the required leave.

Thanking you,

Yours obediently,
Your Name
(Signature)

OR

Q.5 (a) What do you mean by Time management? (03 Marks)

Time management is the process of organizing and planning how to divide your time between specific activities.

1. **Efficiency and Productivity:** The core aim is to **increase efficiency and effectiveness** by making the most of the available time.

2. **Prioritization:** It involves deciding which tasks are most important and **allocating time accordingly** (e.g., using the Eisenhower Matrix).
 3. **Goal Alignment:** Good time management ensures that the effort expended on tasks **aligns with long-term professional and personal goals**.
 4. **Tools and Techniques:** It utilizes tools like **planners, calendars, and scheduling techniques** (e.g., Pomodoro Technique) to maintain focus.
 5. **Stress Reduction:** By creating a structured routine and preventing a backlog of work, it significantly helps in **reducing work-related stress**.
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Q5 (b) Define any two terms: 1) Read, 2) Record, 3) Remember (04 Marks)

These terms are key steps in the **SQ3R/PQ4R** and other study/comprehension methods.

1) Read:

- **Definition:** To **look at and comprehend the meaning** of written or printed matter by interpreting the characters or symbols.
- **Study Context:** Involves **active and purposeful engagement** with the text, often broken into sections, rather than passive scanning.
- **Goal:** To fully **grasp the primary concepts** and supporting details of the material being studied.
- **Technique:** Often paired with techniques like **highlighting and annotating** to mark key information.

2) Record:

- **Definition:** The act of **writing down, documenting, or storing information** in a tangible form for future reference.
- **Study Context:** Creating **structured notes, summaries, flashcards, or mind maps** from the read material.
- **Retention Aid:** The physical act of writing or typing helps to **reinforce learning and retention** of the content.
- **Reference:** Creates a **personal and organized resource** for later review and revision.

3) Remember:

- **Definition:** To **recall or retain information** or experiences in the mind; the successful retrieval of knowledge from memory.

- **Study Context:** The final goal of learning, involving the ability to **apply or reproduce the learned material** when needed.
 - **Mnemonic Devices:** Often aided by the use of **mnemonics, association, and regular spaced repetition** to strengthen memory traces.
 - **Testing:** It is best assessed through **self-testing and practice questions** to ensure long-term memory retrieval.
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Q5(c) What is meant by Negotiation? Explain the qualities of a good Negotiator (07 Marks)

What is Negotiation?

1. **Definition:** Negotiation is a **dialogue between two or more parties** intended to reach a mutually acceptable agreement on a matter of shared interest or dispute.
2. **Goal:** The aim is typically to **achieve a favorable outcome** for one's own side while maintaining a reasonable relationship with the other party.

Qualities of a Good Negotiator

1. **Excellent Communication Skills:** Must be able to **articulate their position clearly** and persuasively, both verbally and non-verbally.
2. **Active Listening:** The ability to truly **hear and understand the other party's needs, concerns, and underlying interests** is crucial.
3. **Preparation and Planning:** A good negotiator **thoroughly researches the subject** and the opposing party, defining their goals and alternatives (BATNA).
4. **Empathy and Relationship Building:** They can **see the situation from the other side's perspective** and work to foster trust and long-term relationships.
5. **Patience and Persistence:** Must remain **calm under pressure**, not rush the process, and stick to their principles without being aggressive.
6. **Ethical Conduct:** Maintains **honesty, transparency, and fairness** throughout the process to ensure the agreement is sustainable and credible.
7. **Analytical and Creative Thinking:** They can quickly **analyze the data presented** and think creatively to propose **win-win solutions** that meet both parties' needs.
8. **Flexibility and Adaptability:** Must be **willing to adjust their position** on minor points while protecting their core interests.
9. **Emotional Control:** The ability to **manage one's own emotions** and not react defensively to tactics from the other side.

