

## **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.

## **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.

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## **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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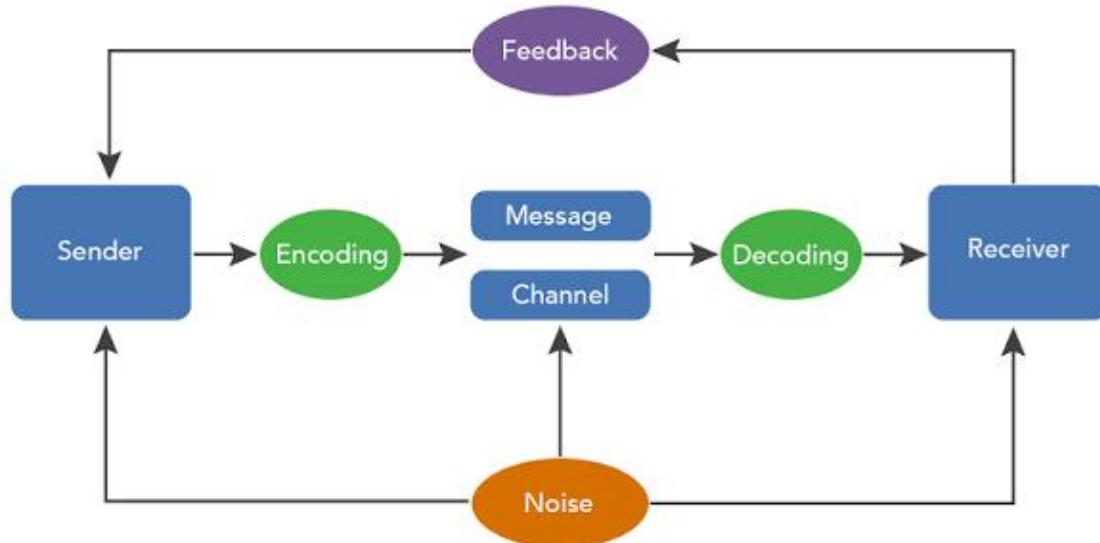
**OR**

**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](mailto: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

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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**.

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### **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.

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**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.

PREPZONE

#### **Q.4(a) What is a letter of transmittal in report writing? (03 Marks)**

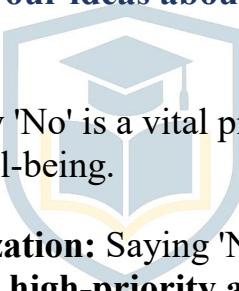
A **letter of transmittal** is a formal, usually one-page letter that accompanies a longer report, such as a technical report or a proposal.

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.

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- The logo for GTU PrepZone features a stylized graduation cap icon on the left, composed of a blue square and a white academic cap. To the right of the icon, the letters "GTU" are written in a large, bold, blue font. Below "GTU", the word "PREPZONE" is written in a smaller, blue, sans-serif font.
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.

**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.

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**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).
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**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**.
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**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

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**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.

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### 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.

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### 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.

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### 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

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#### 4. Source of Finance

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

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#### 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

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#### 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

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## 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.

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## 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

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## 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.: XXXXXXXX  
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)

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**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.

