

**B.Tech. SEM -I (Chemical/ Civil/ Electrical/ Mechanical/ Production/
Computer/ Info. Tech./ Electronics / Bio Medical / E & TC) 2014
Course (CBCS) : SUMMER - 2019
SUBJECT: PROFESSIONAL SKILLS DEVELOPMENT - I**

Day: Thursday
Date: 16/05/2019

S-2019-2533

Time: 10.00 AM TO 11:30 AM
Max Marks. 50

N.B. :

- 1) All questions are **COMPULSORY**.
- 2) Figures to the right indicate **FULL** marks.
- 3) Both the sections should be written in **SAME** answer book.

**SECTION – I
(English Communication)**

Q.1 Write the answer of the following questions. **(15)**

- 1) Write the applications of 'going to', 'to be + infinitive' and 'about to' with an example.
- 2) Illustrate the differences among **on, upon, over** with an example.
- 3) Spot the errors in the following sentences and rewrite them.
 - i) The famous Dr. Chandra is only dentist in our village.
 - ii) As he had taken only a few sip there was still little water left in the glass.
 - iii) The school is within hundred yards form my house.
- 4) Bring out the differences between simple past tense and present perfect tense with suitable examples.
- 5) Construct a sentence for given phrases.
 - i) Head & shoulder
 - ii) To flag a dead horse
 - iii) Hole and cornet policy

Q.2 In each of the following questions, choose the alternative which best express the meaning of the idiom/phrase. **(05)**

- 1) A chip of the old block
 - a) A piece of wood
 - b) An old friend
 - c) Characteristics of one's ancestors
 - d) A good bargain
- 2) To take a leap in the dark
 - a) To take risk
 - b) To hazard oneself
 - c) To do a task secretly
 - d) To do hazardous things without any idea of the result
- 3) To carry off the ball
 - a) To call others for help
 - b) To bag the first position
 - c) To steal all wealth and flee
 - d) To trouble others.
- 4) To be rolling in money
 - a) Wasting a lot of money
 - b) Very rich
 - c) Borrowing money liberally
 - d) Spending more than income
- 5) To cry wolf
 - a) To listen eagerly
 - b) To give false alarm
 - c) To turn pale
 - d) To keep off starvation

P.T.O.

- Q.3** Transcribe the following words with standard IPA script symbols. **(05)**
- | | | |
|------------|-----------|----------|
| 1) Exactly | 2) Father | 3) Watch |
| 4) Throw | 5) Write | |

SECTION – II
(Soft Skills)

- Q.4** Answer the following questions. **(15)**

- 1) What are the different forms of formal business communication?
- 2) What are the essentials of good business letters? Discuss atleast five of them?
- 3) What are the different ways to enhance the interpersonal skills of the employees of an organization? Explain.
- 4) Enlist the advantages and disadvantages of nonverbal communication.
- 5) How does group discussion contribute to successful business communication?

- Q.5** Select the appropriate options for the given blanks and questions. **(05)**

- 1) Oral communication is the interchange of ----- between the sender and receiver
 - a) Signs and gestures
 - b) Cues and clues
 - c) Verbal messages
 - d) Written messages
- 2) The limitation of oral communication is that -----
 - a) It is irreversible what is said cannot be taken back
 - b) It is not affected by the speaker's feelings or stress or excitement levels
 - c) It is easy to be aware of our body language
 - d) It does not require on the spot thinking
- 3) Speaking to a group of people in an official gathering is called as -----
 - a) Oral presentation
 - b) Meeting
 - c) Visual presentation
 - d) Audio presentation
- 4) ----- listening is also called as critical listening.
 - a) Therapeutic
 - b) Discriminative
 - c) Empathetic
 - d) Evaluative
- 5) Looking quickly over a book to get a superficial idea of the content is called as -----
 - a) Intensive reading
 - b) Extensive reading
 - c) Skimming
 - d) Scanning

- Q.6** You are the human Resource manger of Infosys Pvt. Ltd. and your subordinate wants to join another organization, write a letter of recommendation for him. **(05)**

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