

**B.TECH. SEM -II (CHEMICAL/ CIVIL/ ELECTRICAL/  
MECHANICAL/ PRODUCTION/ COMPUTER/ INFO. TECH./  
ELECTRONICS / BIO MEDICAL / E & TC) 2014 COURSE (CBCS)  
: SUMMER - 2018  
SUBJECT : PROFESSIONAL SKILLS DEVELOPMENT – II**

Day : **Wednesday**  
Date : **13/06/2018**

**S-2018-2223**

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.

**SECTION – A  
(English Grammar, Vocabulary, English Communication)**

**Q.1** Each of the following words is followed by four words one of Which is its **(05)**  
opposite in meaning.

- 1) Tranquility  
a) calmness      b) quickness      c) woe      d) trepidation
- 2) Audacity  
a) bravery      b) disregard      c) meekness      d) coldness
- 3) Prosperity  
a) fortune      b) pleasure      c) catastrophe      d) fervor
- 4) Hazard  
a) peril      b) risk      c) excursion      d) Safety
- 5) Everlasting  
a) long-lived      b) perpetual      c) momentary      d) perennial

**Q.2** Give **TWO** words with the following root words: **(05)**  
a) cide   b) ami/o   c) bio   d) pater/patri   e) anti   f) ceive

**Q.3** Do as directed: **(05)**

- 1) He complained to the principal \_\_\_\_\_ his class fellow who had abused them. (Use appropriate preposition of, against, for, about)
- 2) This man made the whole journey on foot. (Change the voice)
- 3) She said to him, "I don't believe you". (Make indirect speech)
- 4) He took his doctors degree at Buffalo. (Make present perfect tense)
- 5) Computers are useless unless you are knowing how to use them. (Rewrite the correct sentence)

**Q.4** Write an email to Mr. Sandeep ,a soft skill trainer to request him to conduct a **(05)**  
training session for your associates using the following phrases with a  
minimum of 100 words.

\_\_\_ a training \_ sixteen associates \_\_\_ tenth-twelfth August \_ three days \_\_\_  
communication skills \_ assertiveness \_\_\_ telephone etiquette \_ email writing  
\_\_\_ confirm \_ two days \_\_\_ classification.

**OR**

Write the format of formal email. Explain the importance of an email parts  
in brief.

P.T.O.

**Q.5** Write a Job application letter in response to the following advertisement. **(05)**

**Wanted**  
A DTP Operator  
Good Command over English and  
Hindi, Knowledge of Computer  
Apply to  
Manager  
New Company Ltd. New Delhi.

**SECTION – B**  
**(Soft Skills)**

- Q.6** What do you understand by Public Speaking and what dos and don't one should follow in Public Speaking? **(05)**
- Q.7** Explain the role of Oral Presentation in the career of an engineer. **(05)**
- Q.8** Are leaders born or made? Give examples to substantiate your answer. **(05)**
- Q.9** Give examples from recent times, where body language has played a major role. (Especially in context to corporate domain) **(05)**
- Q.10** Why are Soft Skills important in today's competitive world? Justify your answer with suitable examples. **(05)**

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