

**B.Tech. SEM -I (Chemical/ Civil/ Electrical/ Mechanical/ Production/
Computer/ Info. Tech./ Electronics / Bio Medical / E & TC) 2014
Course (CBCS) : WINTER - 2018
SUBJECT: PROFESSIONAL SKILLS DEVELOPMENT - I**

Day: Tuesday
Date: 04/12/2018

W-2018-2268

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.
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**SECTION – I
(English Communication)**

Q.1 Answer the following questions. **(15)**

- 1) State the difference between **below** and **beneath** and **under** and **underneath**.
- 2) Describe the functions of present perfect and past perfect tense.
- 3) Explain the importance of passive voice in media writing?
- 4) Elaborate the concept of concord in detail with examples.
- 5) Explain the steps to be taken by the listener to listen actively.

Q.2 Choose appropriate words for the underlined and italicized words/phrases. **(05)**

- 1) Despite the doctor's advice he still eats like a horse.
 - a) Does not like to eat
 - b) Swallows his food
 - c) Eats slowly
 - d) Eats a lot of food
- 2) The two friends are now at daggers drawn over a petty issue.
 - a) Enemies
 - b) Competitors
 - c) Angry
 - d) Frustrated
- 3) His work seems to be a Penelope's web.
 - a) Declining
 - b) In his best form
 - c) Endless
 - d) Difficult
- 4) Goods will be recovered if you pay on the nail.
 - a) Pay promptly in cash
 - b) Pay promptly
 - c) Pay within the given time
 - d) Pay the full amount
- 5) If people do not mend their ways, they are sure to go to the dogs.
 - a) To be united
 - b) To be rough
 - c) To fight
 - d) To be ruined

P.T.O.

- Q.3** Transcribe the following words with standard IPA script symbols. **(05)**
- | | | |
|-----------|------------|-------------|
| 1) Mother | 2) Nation | 3) Language |
| 4) Found | 5) college | |

SECTION – II
(Soft Skills)

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

- 1) What is SWOT analysis? Explain the advantages of the SWOT analysis in professional life.
- 2) How does active listening play an effective role in improving communication? Justify your answer with proper reasoning.
- 3) Enlist the corporate values and how do they assist to an individual in achieving the organizational goals.
- 4) Elaborate the Pareto principle (80/20 Rule). How would you prove it as an effective tool for time management?
- 5) How would you explain the techniques of brain storming to another person for conflict resolution?

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

- 1) What are the external barriers to active listening
 - a) Subject complexity
 - b) Internal thoughts
 - c) Environment
 - d) Speaker
- 2) One of the most important elements of communication is ----- .
 - a) Eye contact
 - b) Speaking fast
 - c) Speaking loudly
 - d) Shaking hands
- 3) What is a person with a poor self concept not likely to do when communicating?
 - a) Talk loud enough for every one to hear
 - b) Demonstrate lack of confidence
 - c) Talk too low or quiet for every one to hear
 - d) Not talk to avoid confrontation
- 4) The method used to communicate a message -----.
 - a) Colloquialism
 - b) Correspondence
 - c) Communication
 - d) Channel
- 5) Slang someone may use that not every would understand is known as.
 - a) Perception
 - b) Colloquialism
 - c) Poor of grammar
 - d) Street talk

- Q.6** What is communication? Describe the process of communication indicating clearly the role of each constituent element. **(05)**