

**B.TECH. SEM -I (CHEMICAL/ CIVIL/ ELECTRICAL/
MECHANICAL/ PRODUCTION/ COMPUTER/ INFO. TECH./
ELECTRONICS / BIO MEDICAL / E & TC) 2014 COURSE (CBCS) :
WINTER - 2017
SUBJECT: PROFESSIONAL SKILLS DEVELOPMENT-I**

Day: Tuesday
Date: 23/01/2018

W-2017-2004

Time: 10.00 AM TO 11.30 AM
Max. Marks: 50

N.B:

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

**SECTION-I
(ENGLISH COMMUNICATION)**

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

- a) Write down the major usage of simple present tense and construct a sentence for each?
- b) What are the different positions occupied by an adverb in a clause structure?
- c) Convert the following words in the different word classes such as verb, noun, adjective and adverb with an example?
i) Clear ii) Empower
- d) What are the major usage of simple past tense? Illustrate it with examples?
- e) Illustrate the uses of Passive Voice with examples?

Q.2 Choose appropriate words for the given blanks. **(05)**

- 1) The doctor _____ the patient from taking certain medicine.
a) Prescribed b) Proscribed c) Banned d) Prohibited
- 2) With _____ hitting the economy, it is difficult for salaried people to run their house.
a) Liberalization b) Depreciation c) Deflation d) Inflation
- 3) Health is too important to be _____.
a) Discarded b) Despised c) Detested d) Neglected
- 4) They were awaiting official _____ of the news they had heard from a friend.
a) Sanction b) Recommendation c) Confirmation d) Suggested
- 5) They are refugees in need of _____.
a) Restoration b) Rehabilitation c) Recapitulation d) Suggested

Q.3 Draft a complaint letter for the following information. **(05)**

As the Purchase Manager of R. D. Engineering Company, you had sent an order for 20 scanners and 10 printers to M.K. Systems Limited. You received only 15 scanners and 2 of the 10 printers were in a damaged condition.

P.T.O.

SECTION-II
(SOFT SKILLS)

- Q.4** Answer the following questions. **(15)**
- a) Explain the objectives of communication in an organization?
 - b) Describe the silent features of group discussion which make it a part of selection process.
 - c) Enlist the tasks, which will help you to improve the listening skill.
 - d) Courtesy is a principle of effective communication. Explain it.
 - e) Elaborate the characteristics of Pareto principle.
- Q.5** Select the appropriate options for the given blanks and questions: **(05)**
- 1) Which one of the followings is the basic skill to acquire language in a natural way?
a)Hearing b) Listening c) Reading d) Writing
 - 2) Which one of the followings is the barrier to communication skills?
a) Active listening b) Understanding the non-verbal codes
b) Noise d) Getting connotative meaning
 - 3) Soft skills comprises _____.
a) Technical skills b) Hard work c) Labour work d) Person's ability
 - 4) _____ is the currency of leadership.
a) Hard working b) Technical skills
b) Communication d) Personality
 - 5) Which one of the followings is the do's of group discussion.
a) Monopolies the group b) Boast a group discussion
b) Interrupt the group discussion d) Be an initiator
- Q.6** Hindustan PVT LTD is launching a branch in Delhi for achieving approximately turnover of 200cr year for booming its wings in all part of the nations. Will company be blossomed in the black or got in the red? Find out its possibilities by using SWOT technique? **(05)**