

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

SUBJECT : PROFESSIONAL SKILLS DEVELOPMENT – II

Day : **Saturday**
Date : **25/11/2017**

W-2017-2015

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 sentences has a word or phrase italicized. Find out the meaning of italicized word/phrase by given options. **(05)**

- 1) The time I spend in the library was the most *rewarding* one.
a) profitable b) paying c) serviceable d) precious
- 2) According to the great philosophy *magnanimity* in a man implies many other qualities.
a) enmity b) meanness c) jealousy d) poverty
- 3) They should promote *harmony* among the people.
a) disturbance b) hatred c) fighting d) discord
- 4) *Miscellaneous* items were discussed at the meeting.
a) minor b) mixed c) unrelated d) classified
- 5) Under the circumstances such *pejorative* comments should have been avoided.
a) soothing b) critical c) appreciative d) sporting

Q.2 Give **TWO** words with the following root words: **(05)**
a) post b) sect c) tang d) vac e) vince/vic f) ceive

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

- 1) He is lost __ all sense of shame and decency. (Use correct preposition – for, from, to, upon, about.)
- 2) I saw the Prime Minister walk in the park with the foreign minister. (Rewrite the correct sentences)
- 3) She said, ‘I really wish I had bought that new car’. (Make indirect speech)
- 4) We have painted our house on this Diwali. (Change the voice)
- 5) I always admire your work. (Make Perfect past tense)

Q.4 As a project leader write an email to your customer Mr. Gill Roy explaining delay to the project sign the email as Maria . **(05)**
Payment processing system_ schedule tenth May (Friday) _ unexpected power outage _ three days _ overall delay _ seven days _ includes _ recovery of lost work _ will not recur.

OR

What are the Netiquettes of an email writing.

P.T.O.

Q.5 Assume you have received 20 computers for your firm from Times Infotech Ltd. Lucknow five of them are in damaged condition. As the manager-in charge of maintenance of your firm . Write a complaint letter to the suppliers asking for an early replacement for the damaged computers. Invent the necessary details. **(05)**

SECTION – B
(Soft Skills)

Q.6 Discuss the principles of effective public speech. **(05)**

Q.7 What is Body Language? How does it complement to effective communication? Briefly discuss with examples. **(05)**

Q.8 What steps would you take to ensure open and smooth communications among your team mates? **(05)**

Q.9 Discuss good qualities and strengths of a leader **(05)**

Q.10 What are Soft Skill? Discuss the importance of Soft Skills in an engineer's career? **(05)**

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