

(Please write your Exam Roll No.)

Exam Roll No. 0021850241

END TERM EXAMINATION

FIFTH SEMESTER [B.TECH.] DECEMBER 2015

Paper Code: ETHS-301

Subject: Communication Skills for Professionals

Time: 3 Hours

Maximum Marks: 75

Note: Attempt all questions as directed. Internal choice is indicated.

- Q1 Write short notes on **any five** of the following:- (5x5=25)
- (a) Attributes of a good essay
 - (b) Speech mechanism
 - (c) Emotional Intelligence
 - (d) Barriers to communication.
 - (e) Voice modulation in presentation
 - (f) Feed-back
 - (g) Routine Report
- Q2 'Soft skills are essential for the employee as well as the employer'. Discuss. (10)
- OR**
- How are 'self-assessment' and 'self-esteem' significant in personality development? (10)
- Q3 Discuss the significance of paralanguage in communication. (10)
- OR**
- Transcribe the following words and mark stress on them: 'coffee', 'systematic', 'corpus', 'thread', 'breathe', 'engineer', 'chef', 'introduction', 'employee' and 'brunette'. (10)
- Q4 Prepare a cover letter and resume for a candidate applying for the post of Assistant Engineer in a construction company. (10)
- OR**
- Discuss the structure of a formal report. (10)
- Q5 Discuss the 'dos' and 'don'ts' of a good presentation. (10)
- OR**
- What are the essentials of good listening? (10)
- Q6 Describe 'inside citation' and 'bibliography'. Give two examples in appropriate format. (10)
- OR**
- What are the characteristics of an effective professional writing? (10)

