# END TERM EXAMINATION

FIFTH SEMESTER [B.TECH] NOVEMBER-DECEMBER- 2017

ETHS.301 Subject: Communication Skills for Professionals

Paper Code: ETHS-301 Subject: Communication Skills for Projessionals

Maximum Marks: 75

Time: 3 Hours

Note: Attempt any five questions including Q.No1 which is compulsory.

Select one question from each unit.

Q1 Attempt any five of the following:-

Attempt any nive of the following.	(=)
· (a) What is the significance of the informal communication?	(5)
(b) Explicate the term Chronemics.	(5)
(c) What is the role of memo in an organization?	(5)
(d) Describe 'Emotional Intelligence'.	(5)
(e) 'Listening is an art'. Comment	(5)
(f) What is self-image?	(5)
(g) Describe Proxemics.	(5)
(g) Describe Hoxennes.	

#### UNIT-I

- Q2 What is SWOT analysis? Why is it essential in personal development? Analyze your own personality using SWOT. (12.5)
- Q3 Describe the salient features of professional communication. Illustrate your points. (12.5)

## UNIT-II

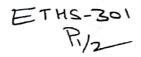
- Q4 What is Non-verbal communication? Explain the elements of Non-verbal communication. (12.5)
- Q5 What is Phonetics? Trasncribe any ten words as per IPA symbols.(2.5+10=12.5)
  - i. Sick
  - ii. Bad
  - iii. Perception
  - iv. Chalk
  - v. Examination
  - vi. Please
  - vii. Write
  - viii. Pleasure
  - ix. chair
  - x. Car
  - xi. There
  - xii. Thin

### UNIT-III

Q6 Attempt both parts:-

- (i) Write a letter to the Manager, SBI on behalf of Fashion Flash Ltd, requesting him to increase credit limit from 40 lacs to 60 lacs. (8)
- (ii) How does a Report differ from a Project-proposal? (4.5)
- Q7 (i) Prepare your resume, considering 10 years of experience in your respective field. (8)
  - (ii) Define bibliography and write a bibliography entry in IEEE sytle.. (4.5)

P.T.O.



## UNIT-IV

Q8 What do you mean by a Group Discussion and what are the various aspects of the group dynamics that one should keep in mind before participating in a Group Discussion. (12.5)

Q9 Describe the Dos and Don'ts for an interviewer during a job interview. (12.5)

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