

# END TERM EXAMINATION

FIFTH SEMESTER [B.TECH] DECEMBER 2016

Paper Code: ETHS 301

Subject: Communication skills for professional

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)
- Paralanguage in communication
  - Soft skills
  - Body language
  - Formal reports
  - Abstract & summary
  - Professional writing
  - Listening & hearing
- Q2. Discuss importance of communication in an organization. (10)
- Or
- Q3. Describe the role of emotional intelligence in an employee's career.
- Q4. Discuss how knowledge of phonetics of English helps a student have his presentation skills. (10)
- Or
- Q5. Transcribe the following words: tube, quarrel, inch, life, stain, etiquette, determine, people, crescent and Australia.
- Q6. Write a resume for a B.Tech candidate applying for a job in an MNC. (10)
- Or
- Q7. Discuss the significance, purpose & characteristics of different types of reports.
- Q8. "GD plays an important role in assessing soft skills of a candidate". Comment. (10)
- Or
- Q9. What role clarity of speech and voice modulation play in an effective presentation.
- Q10. State the difference between references and bibliography and their importance in writing a research paper. (10)
- Or
- Q11. Describe various types of interviews and give tips to prepare oneself for a job interview.

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