

**ADDITIONAL EXAM. COMMON FOR ALL BRANCHES
B.TECH. SEM. - I (CBCS 2014 COURSE) : WINTER- 2019
SUBJECT: PROFESSIONAL SKILL DEVELOPMENT- I**

Friday 03/01/2020
10:00 AM-11:30 AM

W-11255-2019
Max. Marks: 50

N.B.:

- 1) All questions are **COMPULSORY**.
- 2) Figures to the right indicate **FULL** marks.
- 3) Draw neat and labeled diagrams **WHEREVER** necessary.

Q.1 Choose the correct answer for the following questions. **(05)**

- 1) When a person receives the message, it is their responsibility to provide the sender _____.
i) Non- verbal clues
ii) Perception
iii) Self-concept
iv) Feedback
- 2) Pronouncing words clearly and correctly. So that each sound can be heard is called as _____.
i) Talking loudly
ii) Verbal communication
iii) Speaking
iv) Enunciation
- 3) The needs for paying active attention _____.
i) Verbal communication
ii) Hearing
iii) Nonverbal communication
iv) Listening
- 4) The method used to communicate a message _____.
i) Colloquialism
ii) Communication
iii) Correspondence
iv) Channel
- 5) Which of the following can be barriers to communication.
i) A student talking while the teacher is talking
ii) A hot room
iii) A sender using slang
iv) All of the above

Q.2 What is meant by effective communication? Illustrate the context of communication between the speaker/ writer and the Listener/ reader? **(10)**

Q.3 Attempt SWOT analysis (strengths, weaknesses, opportunities and threats) for the following situation. **(05)**
L and T is launching a new IT based firm in Hinjewadi, Pune, will company be blossomed or get in red? Find out the possibility?

Q.4 How listening skill can be helpful for professionals? Give the advantages of listening skill in professional world? **(05)**

P. T. O.

Q.5 Choose the correct options from the following: (05)

- 1) A group of words that makes a complete sense or gives complete meaning is called a _____.
i) Clause
ii) Phrase
iii) Principal clause
iv) Sentence
- 2) Identify the sentence, the police caught the criminals who looted the mail.
i) Simple sentence
ii) Compound sentence
iii) Complex sentence
iv) Passive sentence
- 3) Somebody _____ (play) the drums from the last three weeks.
i) Played
ii) Was playing
iii) had played
iv) has been playing
- 4) Susan made up her mind to speak to me, the meaning of the phrase made up in the given sentence?
i) mixed
ii) decided
iii) thought
iv) contemplate
- 5) During an oral presentation _____ is the stage, where you tell the audience the aim of your presentation.
i) Background
ii) Introduction
iii) Conclusion
iv) question session

Q.6 Answer the following questions:

- a) Describe how your self-concept affects your relationship with others? (05)
- b) Describe and interpret the role of non-verbal behaviors in the communication process? (05)

Q.7 Describe a situation where have you had to manage your time to achieve your goals. How did you achieve this? (10)

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