

B.Tech. SEM -II (Chemical/ Civil/ Electrical/ Mechanical/ Production/  
Computer/ Info. Tech./ Electronics / Bio Medical / E & TC) 2014  
Course (CBCS) : SUMMER - 2019  
SUBJECT: PROFESSIONAL SKILLS DEVELOPMENT - II

Day: Monday  
Date: 03/06/2019

S-2019-2544

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.
- 3) Both the sections should be written in **SAME** answer book.

**SECTION – A**

(English Grammar, Vocabulary, English Communication)

**Q.1** Each of the following sentences has a word or phrase italicized. Below each sentence there are four other words or phrases. Choose one word or a phrase, which should not change the meaning of the original sentence. **(05)**

- 1) I don't see why he should be so *obsequious* to his brother just because the latter is rich.
  - a) Unfriendly
  - b) Unusually kind
  - c) Offensive
  - d) Excessively respectful
- 2) It is difficult to *authenticate* these old manuscripts.
  - a) Elucidate
  - b) Illustrate
  - c) Establish the genuineness of
  - d) Edit properly
- 3) He is *under duress* to finish the work in time.
  - a) Under pressure
  - b) Under request
  - c) Under orders
  - d) Under obligation
- 4) Few teachers have been spared the problem of an *obstreperous* pupil in the class.
  - a) Sullen
  - b) Unruly
  - c) Lazy
  - d) Awkward
- 5) By signing this bond, I have *brunt* all my boats.
  - a) Relieved myself or worries
  - b) Risked everything
  - c) Utilized all my resources
  - d) Tried my best

- Q.2** Transform the following sentences according to the instructions given. (05)
- 1) My brother is elder than me although he looks younger.  
(Rewrite the correct sentence)
  - 2) She is the best and beautiful girl of our class.  
(Rewrite the correct sentence)
  - 3) My notes are superior than yours although I have prepared them in a hurry.  
(Rewrite the correct sentence)
  - 4) Speak!  
(Change the voice)
  - 5) "What makes the sunshine?" the voice asked.  
(Change the narration)

- Q.3** Write two words for each root word given below. (05)
- |          |           |         |
|----------|-----------|---------|
| 1) mono  | 2) morpho | 3) anim |
| 4) Multi | 5) Mot    | 6) anti |
| 7) Ambi  | 8) algo   | 9) aqua |
| 10) ante |           |         |

- Q.4** What are the netiquettes of e-mail writing to draft a professional email? (05)

- Q.5** Elaborate the term technical communication and its advantages in the professional world? (05)

**SECTION – B**  
**(Soft Skills)**

- Q.6** Elaborate the principles of effective communication in an organization. (05)

- Q.7** What are the different characteristics of good team leadership? Justify your answer with appropriate illustrations. (05)

- Q.8** In today's world, we use new technologies to meet traditional communication goals. Do you agree or disagree. Explain your answer with special focus on the power point presentation of your organization. (05)

- Q.9** What are the similarities and differences of nonverbal communication in formal environments compared to informal situations? (05)

- Q.10** What is corporate grooming? How does it complement to a professional behavior at a workplace? Justify your answer with appropriate examples. (05)

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