

B.Tech. SEM -I (Chemical/ Civil/ Electrical/ Mechanical/ Production/  
Computer/ Info. Tech./ Electronics / Bio Medical / E & TC) 2014  
Course (CBCS) : WINTER - 2018  
SUBJECT: PROFESSIONAL SKILLS DEVELOPMENT - I

Day: Tuesday  
Date: 04/12/2018

W-2018-2268

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 - I  
( English Communication )

Q.1 Answer the following questions. (15)

- 1) State the difference between **below** and **beneath** and **under** and **underneath**.
- 2) Describe the functions of present perfect and past perfect tense.
- 3) Explain the importance of passive voice in media writing?
- 4) Elaborate the concept of concord in detail with examples.
- 5) Explain the steps to be taken by the listener to listen actively.

Q.2 Choose appropriate words for the underlined and italicized words/phrases. (05)

- 1) Despite the doctor's advice he still eats like a horse.
  - a) Does not like to eat
  - b) Swallows his food
  - c) Eats slowly
  - d) Eats a lot of food
- 2) The two friends are now at daggers drawn over a petty issue.
  - a) Enemies
  - b) Competitors
  - c) Angry
  - d) Frustrated
- 3) His work seems to be a Penelope's web.
  - a) Declining
  - b) In his best form
  - c) Endless
  - d) Difficult
- 4) Goods will be recovered if you pay on the nail.
  - a) Pay promptly in cash
  - b) Pay promptly
  - c) Pay within the given time
  - d) Pay the full amount
- 5) If people do not mend their ways, they are sure to go to the dogs.
  - a) To be united
  - b) To be rough
  - c) To fight
  - d) To be ruined

P.T.O.

- Q.3** Transcribe the following words with standard IPA script symbols. (05)
- |           |            |             |
|-----------|------------|-------------|
| 1) Mother | 2) Nation  | 3) Language |
| 4) Found  | 5) college |             |

**SECTION – II**  
**(Soft Skills)**

- Q.4** Answer the following questions. (15)

- 1) What is SWOT analysis? Explain the advantages of the SWOT analysis in professional life.
- 2) How does active listening play an effective role in improving communication? Justify your answer with proper reasoning.
- 3) Enlist the corporate values and how do they assist to an individual in achieving the organizational goals.
- 4) Elaborate the Pareto principle (80/20 Rule). How would you prove it as an effective tool for time management?
- 5) How would you explain the techniques of brain storming to another person for conflict resolution?

- Q.5** Select the appropriate options for the given blanks and questions. (05)

- 1) What are the external barriers to active listening
  - a) Subject complexity
  - b) Internal thoughts
  - c) Environment
  - d) Speaker
- 2) One of the most important elements of communication is ----- .
  - a) Eye contact
  - b) Speaking fast
  - c) Speaking loudly
  - d) Shaking hands
- 3) What is a person with a poor self concept not likely to do when communicating?
  - a) Talk loud enough for every one to hear
  - b) Demonstrate lack of confidence
  - c) Talk to low or quiet for every one to hear
  - d) Not talk to avoid confrontation
- 4) The method used to communicate a message ----- .
  - a) Colloquialism
  - b) Correspondence
  - c) Communication
  - d) Channel
- 5) Slang someone may use that not every would understand is known as.
  - a) Perception
  - b) Colloquialism
  - c) Poor of grammar
  - d) Street talk

- Q.6** What is communication? Describe the process of communication indicating clearly the role of each constituent element. (05)