

JK Lakshmipat University Jaipur
INSTITUTE OF ENGINEERING AND TECHNOLOGY

End Term Examination (Regular/ Backlog), April-May 2016
B. Tech. in All Branches, Semester II



Roll No.....

Course Code: LA 201 Professional Communication Skills

Time: 3 hours

Max. Marks: 100

Instructions to students:

1. Do not write anything other than your roll number on question paper.
2. Assume suitable data wherever required and mention it clearly.
3. Writing appropriate units, nomenclature, and drawing neat sketches/schematics/ flow chart wherever, required are an integral part of the answer.

Q.1A Objective type multiple choice questions (10 questions @ 1 mark) 10

- i. The study of space and distance in communication is called as
- ii. The number of participants in a GD can include members.
- iii. Paralinguistic features include
- iv. Communication can be defined as.....
- v. Letter and Memo reports are types of (formal/ informal) reports.
- vi. In Communication, number of words spoken per minute is called as
- vii. As punctuation is to writing, intonation is to
- viii. Gestures include
- ix. Umm..., aa..., err..., etc. in speech are called as
- x. Rapid fire questions in an interview are asked to evaluate

Q. 2 Short answer type questions (4 questions @ 2.5 marks) 10

- i. Write the differences between Group discussion and Debate.
- ii. Respond to the interview question – *Explain how can you prove yourself as an asset to the organization.*
- iii. Write a short e-mail to your friend informing him/ her about the examination schedule for the End Term examination.
- iv. Discuss in brief the process of communication.

Q.3A How do different paralinguistic features make communication effective? 05

Q.3B Define Non-verbal communication and its importance. 05

Q.4A What are different stages in a Job Interview? Discuss in brief. 05

Q.4B Write the differences between Chronological and Functional Resume. 05

Q.5A How will you initiate a GD on the topic - *The Government should bring in Right to Employment Bill?* 05

Q.5B What are the three parts of main body of a formal letter include? 05

- Q.6A Write the sample layout pattern of a Letter report or Memo report. 05
- Q.6B Draft a Cover Page of a Professional Report on *Impact of Social Media on Elections*. 05
- OR
- Q.6B How should one begin a presentation before a professional audience? 05
- Q.7A Frame an outline of a letter according to Full Block Layout Pattern. 05
- Q.7B How is Resume writing an imaginative and a creative exercise? Discuss. 05
- OR
- Q.7B How should one prepare oneself for a Job Interview? 05
- Q.8, Write a note on the desirable qualities that are judged in a candidate by making him/ her participate in a GD. 10
- Q.9A Assuming that you have the required qualification and skills, draft a job application to The Personnel Manager, World Megasoft Pvt. Ltd, Noida, offering your candidature for the post of Software Engineer advertised in a National daily newspaper. 10
- Q.9B Draft a CV of yours to apply for Summer Training at a company of your choice. 10
- OR
- Q.9B Write a detailed note on the front matter (including all parts) of a professional report. 10