

JK LAKSHMIPAT UNIVERSITY, JAIPUR

INSTITUTE OF ENGINEERING AND TECHNOLOGY

End Term Examination (Regular/Backlog/Special Back Log) November 2017

B. Tech (All Branches) Semester V

Roll No.....

LA 501 : Effective Public Speaking and Employability 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.	Which of the following is not one of the functions of 'introduction' in an oral presentation? a) Introduce the subject b) Demotivate the audience c) Establish the credibility d) Preview the main ideas	
ii.	Which of the following organizational pattern may not be very effective for structuring your presentation? a) General to Specific b) Categorical c) Problem and solution d) Classification	
iii.	In order to provide closure, the speaker should a) restate the central idea of the presentation in a memorable way b) focus on the specific objective of the presentation c) motivate the audience to give feedback d) use verbal techniques to let the audience know that the speech has ended	
iv.	An excellent medium for documenting good ideas during a brainstorming session is _____. a) a document camera b) overhead transparencies c) a flip chart d) a model	
v.	The most versatile and dynamic multimedia tool for most public speaking purposes is _____. a) a document camera b) presentation software for your computer c) video clips d) sound recordings	

vi.	The most effective use of presentation software is for_____.	
	a) textual representation	
	b) audio representation	
	c) numerical representation	
	d) visual representation	
vii.	Groups are better problem solvers than individuals because:	
	a) groups have access to more information than individuals do	
	b) groups can better identify flaws and biases in group members' thinking	
	c) group members are more likely to work harder and effectively in carrying out solutions	
	d) all of the above	
viii.	An interview which consists of a group of interviewers, asking questions from group of interviewee is called	
	a) panel interview	
	b) mass interview	
	c) computer interview	
	d) none of above	
ix.	An interview, in which you ask about a candidate's behavior in a certain given situation is	
	a) situational interview	
	b) situational test	
	c) behavioral tests	
	d) job related questions	
x.	An interview, in which candidates are asked about relevant past experiences is a	
	a) situational interview	
	b) stress interview	
	c) behavioral test	
	d) job related interview	
Q.2	Short answer type questions (4 questions @ 2.5 marks)	10
	(i) Elucidate technical communication.	
	(ii) Comment on persuasiveness.	
	(iii) Telephone interview.	
	iv) List the points of relation between language and political power within nations.	
Q.3A	Effect of globalization on India. Comment in form of a speech.	05
Q.3B	List the five soft skills necessary for engineers.	05
Q.4A	What is nature and importance of group discussion?	05
Q.4B	What is self-analysis? How it affects communication process.	05
Q.5A	Think of a 30-minute detective serial on TV. Follow plot development, logical argument, and visual information about the content. Write brief notes on the following:	05
	a) the plot of the serial	
	b) the main characters of the serial	
	c) justification of the climax in the serial	

Q.5B	Job interviews in today's technologically advanced world are more challenging than they used to be a few years ago. State your opinion.	05
Q.6A	Enact the situations in the best possible way : (i) We listen for different purposes. (ii) Listening requires conscious efforts.	05
Q.6B	Good or positive eye contact improves the effectiveness of a verbal message during oral interaction. Elaborate.	05
	OR	
Q.6B	Explain some of the factors essential for improving fluency and self-expression.	05
Q.7A	Which of the following will make a person an effective conversationalist? State reasons also. Friendly attitude, Tact, Ability to argue aggressively, Clarity of expression.	05
Q.7B	Elaborate : "The art of conversation lies in listening."	05
	OR	
Q.7B	Comment : " The art of communication is the language of leadership."	05
Q.8A	Analyze the following middle paragraph of job application letter and rewrite it making requisite corrections. This is to inform you that I am highly qualified and experienced, and I have been able to prove myself as an outstanding sales professional. Just go on reading in order to believe what I am saying. I completed BE in Mechanical Engineering from Regional Engineering College, Durgapur, and MBA with specialisation in Marketing Management from Indira Gandhi National Open University, New Delhi. During my MBA, I worked as an assistant sales manager at Hyquip Projects Pvt Ltd. I was involved in sales and marketing of flat steel products mainly CR/GP/GC products. I have been working as Manager (Sales and Marketing) at Dharampal Premchand Ltd. Noida for the past four years. I am responsible for creating and building up a strong dealer/distribution network within the North Eastern Region and Eastern states of India, as well as Institutional sales on an All-India basis. I have excellent communication and presentation skills. Also, I have the ability to understand and articulate key opportunities for maximising profitability.	10
Q.9A	Prepare a Power Point Presentation of 7 slides only for the topic - Child Labour.	10
Q.9B	Required Sr. Teaching Associate for renowned higher education institution, stipend Rs.30,000 pm. Opportunity to work in excellent environment. Write down the resume only by inventing necessary details.	10
	OR	
Q.9B	Make a resume to be submitted to the HR executive of a company for your placement as a management trainee. Invent all details.	10