

JK LAKSHMIPAT UNIVERSITY, JAIPUR

INSTITUTE OF ENGINEERING AND TECHNOLOGY

EndTerm Examination (Backlog) November 2018

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

10

- i. The techniques used to capture audience attention does not include the use of
 - a) Question
 - b) An anecdote
 - c) A joke
 - d) A poem
- ii. Which of the following is not one of the functions of the 'conclusion' in an oral presentation?
 - a) Summarizing the presentation
 - b) Establishing Credibility
 - c) Reemphasizing the central idea
 - d) Focusing on a goal
- iii. What does technical communication stand for ?
 - a) communication for technicians
 - b) communication for laymen
 - c) general communication
 - d) communication for professionals
- iv. Educational details in resume must be given in
 - a) forward chronological order
 - b) reverse chronological order
 - c) random order
 - d) no specific order
- v. Audience analysis includes understanding of
 - a) knowledge
 - b) size and composition
 - c) likes - dislikes
 - d) all of the above
- vi. 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

- vii. Moving your head, face, and eyes away from another person is often interpreted as a lack of _____.
- Self-esteem
 - Self-confidence
 - Self-respect
 - Self-control
- viii. Using a video clip during your speech could
- elicit an emotional response from the audience
 - disturb the relationship between speaker and audience
 - improve the audience's recall of your speech
 - All of these answers are correct
- ix. An excellent medium for documenting good ideas during a brainstorming session is _____.
- a document camera
 - overhead transparencies
 - a flip chart
 - a model
- x. If colors are used for your digital slides, the colors should be
- contrast greatly
 - blend together nicely
 - the colors you choose matter little
 - be in the same color spectrum
- Q.2 Write short notes on the following (4 questions @ 2.5 marks) 10
- Nature and Importance of Group Discussion
 - Persuasiveness in speech
 - Interpersonal Skills
 - Leadership functions in GD
- Q.3A Describe pre-interview preparation techniques. 05
- Q.3B What are the major differences between a debate and a GD? 05
- Q.4A Discuss the various qualities of a candidate that are evaluated during an interview. 05
- Q.4B Write a debate arguments summary on the topic. 'Real education starts after school.' 05
- Q.5A Nowadays employers use a GD as one of the instruments for assessing the suitability of candidates for a job. Explain. 05
- Q.5B 'There is no substitute for wit and humor in public speaking situations.' Do you agree with this statement? Offer elaborate comments to substantiate your point of view. 05
- Q.6A 'In delivering a speech, imagined anecdotes, examples, and instances too serve a significant purpose.' Elucidate the statement augmenting your views with proper examples. 05
- Q.6B 'Stage fright or nervousness helps us achieve better performance in professional presentation situations. Do you subscribe to this view? Discuss and elucidate. 05

OR

Q.6B 'Power point slides are used not just for decorative purpose; they must be functional.' Discuss and substantiate. 05

Q.7A State about desirable body language in an interview?. 05

Q.7B Speeches are not just meant to be spoken, they also are required to be made interesting and entertaining to the audience.' What are the strategies that can make a speech interesting and entertaining to the audience? Discuss and substantiate with approximate examples. 05

OR

Q.7B Comment: Mission without vision 05

Q.8A Imagine that as the Media Relations Officer of Mega Products Pvt. Ltd, Delhi, you are required to deliver a speech on the role of Media in Corporate Sectors. Write the full text of your speech. Invent the necessary details. 10

Q.9A Prepare a Power Point Presentation of 7 slides only for the topic- Indian Education System. 10

Q.9B Suppose you are facing an interview for the position of an executive trainee in an MNC, and they ask you the following questions. Write your responses to these queries during the interview. 10

a) Why should we hire you?

b) How will you react if we reject you?

OR

Q.9B Read the following case and answer the question given at the end of the case. 10

Mr. and Mrs Basu went to Woodlands Apparel to buy a pullover. Mr. Basu did not read the price tag on the piece selected by him. At the counter, while making the payment he asked for the price. Rs. 950 was the answer.

Meanwhile, Mrs Basu, who was still shopping came back and joined her husband. She was glad that he had selected a nice black pullover for himself. She pointed out that there was a 25 % discount on that item. The counter person nodded in agreement.

Mr basu was thrilled to hear that. " it means the price of this pullover is just Rs. 645. That's fantastic, said Mr. Basu.

He decided to buy one more pullover in green colour.

In no time, he returned with the second pullover and asked them to pack both. When he received the cash memo for payment, he was astonished to find that he had to pay Rs. 1,900 and not Rs. 1,290.

Mr. Basu could hardly reconcile himself to the fact that the counter person had quoted the discounted price that is Rs.950. The original price printed on the price tag was Rs. 1,225.

a) Who is to be blamed for this communication gap? And why?