

JK LakshmipatUniversity Jaipur

INSTITUTE OF ENGINEERING AND TECHNOLOGY

End Term Examination (Regular/ Backlog), April-May 2016
M. Tech. in Engineering, Semester II



Roll No.....

**Course Code: MTLA 201 Advanced Professional
Communication**

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 hand and body movements in communication is called as.....	
ii.	The study of space and distance in communication is called as	
iii.	Eye contact shows level of confidence and preparedness. (True/ False)	
iv.	Latin word <i>Communicare</i> means.....	
v.	Memo reports is a type of (formal/ informal) report.	
vi.	Voice Modulation means	
vii.	As writing is to punctuation, speech is to	
viii.	E-mail stands for	
ix.	Body language in communication includes.....	
x.	Telephonic interview can be a preliminary part of an interview. (True/ False)	
Q. 2	Short answer type questions (4 questions @ 2.5 marks)	10
i.	Write salient features of a GD.	
ii.	Respond to the interview question - <i>What makes you a suitable candidate for this post.</i>	
iii.	Write a short e-mail to your course coordinator informing him/ her about your absence on account of your participation in various institutional activities.	
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 a note on structure and layout of a <i>Functional</i> Resume.	05
Q.5A	How will you initiate a GD on the topic - <i>Make in India is propaganda.</i>	05
Q.5B	Write inside address, salutation and complementary close of a formal letter.	05
Q.6A	Write the sample layout pattern of a Letter report.	05

Q.6B	Draft a Title Page of a Professional Report on <i>Role of NGOs in Creating Awareness about Traffic Rules.</i>	05
	OR	
Q.6B	What points should one keep in mind before making a professional presentation?	05
Q.7A	Write various elements of a Business letter.	05
Q.7B	Discuss in brief various elements of a Resume.	05
	OR	
Q.7B	What preparations should one do before facing 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 Registrar, BITS, Pilani offering your candidature for the post of Assistant Professor, advertised in a National daily newspaper.	10
Q.9B	Draft a CV of yours to be enclosed with the application in question number 9A.	10
	OR	
Q.9B	Write a detailed note on the front matter (including all parts) of a professional report.	10