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B.Tech. (Ind. Engg. & Mgt.) (Spl. in TQM) PT (Sem.-1)

COMMUNICATION SKILLS

Subject Code : IEM-102

M.Code : 61002

Time : 3 Hrs.

Max. Marks : 40

INSTRUCTIONS TO CANDIDATES :

1. Attempt All EIGHT questions from SECTION-A carrying TWO marks each.
2. Attempt any SIX out of EIGHT questions from SECTION-B carrying FOUR marks each.

SECTION-A

Q1) Answer briefly :

- Describe the importance of effective communication in the modern technological era.
- What are inter-personal skills? What is their importance?
- Which are the qualities of a presentation that make a good impression on the audience?
- How should a visual aid be planned for making the presentation more effective?
- How can the audience be involved while giving a presentation?
- Write a memo to be circulated among the teachers who come late to the Institution. The memo is to instruct them to be punctual.
- What are the descriptions that you must include in a job application letter?
- What are the minutes of a meeting?

SECTION-B

- Q2) Discuss all the modes of communication which are used in the present advanced technological era.
- Q3) Describe the types of paralanguage and their importance.
- Q4) Do you agree that the planning of a presentation needs meticulous efforts? Discuss your point of view.
- Q5) Draft your resume for a job vacancy advertised in your field.
- Q6) How should a question answer round be conducted at the end of a presentation? What is its importance?
- Q7) Write a letter to your friend, discussing with him or her, your experience of joining a new Institution for graduation.
- Q8) Describe different types of business correspondence.
- Q9) Discuss different channels of communication in a business organization.

NOTE : Disclosure of Identity by writing Mobile No. or Making of passing request on any page of Answer Sheet will lead to UMC against the Student.