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Total No. of Pages : 02

Total No. of Questions : 09

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

COMMUNICATION SKILLS

Subject Code : IEM-102

Paper ID : [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 :**

- a) Which are the barriers that hinder the process of effective communication?
- b) How is your non-verbal communication an indicator of your personality?
- c) What is the need of a presentation? What are the types of presentation?
- d) Which are the different parts of a presentation?
- e) What is the importance of involving the audience in a presentation?
- f) Describe the types of letters.
- g) What is a report? Describe the method of writing a report.
- h) Describe the types of interviews.

SECTION-B

- Q2) Write a letter to your friend, discussing with him or her, your experience of joining a new Institution for graduation.
- Q3) How has the style of communication changed from the past to the present time? What is the role of technology in 21st century communication?
- Q4) How do inter-personal skills contribute towards building positive relationships? Discuss in detail.
- Q5) What is the importance of a well planned presentation? Discuss.
- Q6) Discuss the role of effective verbal and non-verbal communication while giving a presentation.
- Q7) How should a question answer round be conducted at the end of a presentation? What is its importance?
- Q8) Draft your resume for a job vacancy advertised in your field.
- Q9) Discuss the complete process of organizing an effective meeting.