

Roll No.

Total Pages : 03

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May 2024

**B.Tech. (ENC/CE/ECE/CE(HINDI)/CE(DS)/
CSE(AIML)) (Sixth Semester)
Soft Skills and Interpersonal Communication
(OEC-CS-601-I/OEC-CS-601)**

Time : 3 Hours]

[Maximum Marks : 75

Note : It is compulsory to answer all the questions (1.5 marks each) of Part A in short. Answer any *four* questions from Part B in detail. Different sub-parts of a question are to be attempted adjacent to each other.

Part A

1. Write short notes on the following :

- | | |
|--------------------------|-----|
| (a) Soft Skills | 1.5 |
| (b) Group Discussion | 1.5 |
| (c) Active Listening | 1.5 |
| (d) Meta-Communication | 1.5 |
| (e) Verbal Communication | 1.5 |

- (f) Proxemics 1.5
- (g) Para Language 1.5
- (h) Process of Communication 1.5
- (i) Speeches vs. Debates 1.5
- (j) Negotiation skill. 1.5

Part B

2. (a) What is Presentation ? Explain the tips for making the presentation effective. 10
- (b) Discuss the importance of body language while participating in an interview. 5
3. (a) Recount a time when you had to cope with a particularly stressful situation and how you handled it with your positive attitude ? 5
- (b) Explain in detail the 7C's of effective communication. 10
4. Describe the format of a long report. Discuss its essential elements briefly and draw a layout if required. 15
5. (a) Write in brief about all types of listening. 5
- (b) Write in brief the essential attributes of a good leader. 10

6. (a) You are Rohan/Rohini, the President of Resident Welfare Association. You have observed an increase in road accidents in your locality, making you and other residents fearful. Write a letter to the Municipal Commissioner regarding this issue. 10
- (b) Discuss the various types of organizational communication. 5
7. Draft a resume and covering letter for your desired job profile in your dream company. 15