

B.Tech 5th Semester Exam., 2020
(New Course)

PROFESSIONAL SKILL DEVELOPMENT

Time : 3 hours

Full Marks : 70

Instructions :

- (i) The marks are indicated in the right-hand margin.
(ii) There are **NINE** questions in this paper.
(iii) Attempt **FIVE** questions in all.
(iv) Question No. 1 is compulsory.

1. Answer any seven of the following questions :

2×7=14

- (a) List four skills which are important for group discussion.
(b) Define group.
(c) What is a schedule?
(d) Explain what is a resume.
(e) List any four qualities of a leader.
(f) What is walk-in-interview?
(g) What do you understand by ethics?

- (h) What are the outcomes of a positive attitude?
(i) What, according to you, is the role of independent directors in the board?
(j) Define kinesics.

2. Explain project life cycle using a flow chart. 14
3. What is the role of body language in communication? 14
4. What is the significance of group formation? Explain the stage of group formation. 14
5. Define stress. Explain any four methods of stress management. 14
6. What is the importance of emotional intelligence in professional life? 14
7. What business etiquettes should be observed by a salesman? Explain. 14
8. What preparations should be done by a candidate for a job interview? 14
9. Give the techniques of effective time management. 14
