

**Jharkhand University of Technology, Ranchi**  
**Diploma 3rd Semester Examination, 2024 (NEP)**

**Subject : Professional Skills**

**Subject Code : AUC-301**

**Time Allowed : 3 Hours**

**Full Marks : 70**

*Answer in your own words.*

*Answer any five questions in which Question No. 1 is compulsory.*

*All questions carry equal marks.*

**1. Choose the correct option / answer of the following:**  **$2 \times 7 = 14$**

- (i) Your resume is a tool with one specific purpose
  - (a) to get a job
  - (b) to discuss salary
  - (c) to win an interview
  - (d) to know about the work
  
- (ii) The word interview refers to a conversation between
  - (a) Interviewer
  - (b) Interviewee
  - (c) Both (a) and (b)
  - (d) Interview
  
- (iii) In a group discussion, one must communicate with \_\_\_\_\_.
  - (a) Hostility
  - (b) Ignorance
  - (c) knowledge
  - (d) long sentence
  
- (iv) Which of these is not important in an oral presentation?
  - (a) Words
  - (b) Body language
  - (c) Gestures
  - (d) The number of people as audience
  
- (v) How much listening effect on our communication?
  - (a) 20-35%
  - (b) 5-15%
  - (c) 25-40%
  - (d) 40-70%
  
- (vi) A group technique used to develop many ideas in a relatively short line—
  - (a) Brainstroming
  - (b) Compromise
  - (c) conflict
  - (d) Consenses
  
- (vii) When a fixed list of questions is administered to all the participants in the same order, it is known as
  - (a) Summative interview
  - (b) Formative interview
  - (c) Structured interview
  - (d) Fixed question interview

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1. (a) Why do we need to prepare a good resume or CV? A resume is a mirror reflection of a person's pursuits. Explain. 7

(b) What is Group Discussion? Explain the process of Group Discussion. 7

3. (a) How far is body language important to succeed in the interview? Discuss in detail. 7

(b) What do you mean by Career Exploration? Explain basic components of career planning. 7

4. (a) What do you mean by presentation skills? What are strategies would you adopt to make presentation. 7

(b) What is listening skills? What are the different types of listening skills? 7

5. (a) What are different types of non-cognitive skills and strategies? 7

(b) What are the roles of social Etiquette in promoting team work? 7

6. (a) What is brainstorming? What are types of brainstorming? 7

(b) Define Trust? Explain the importance of trust in creating a collaborative team. 7

7. Write short notes on *any four* of the following: 3.5×4=14

(a) Technical interview

(b) Cultural Etiquette

(c) Group Meeting

(d) Group Brainstorming

(e) Non-Cognitive skills

(f) Verbal communication