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ALL

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:

2×7= 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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Please Turn Over

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2. (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