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Roll No.

IST SEMESTER

B.Tech.[All]

SUPPLEMENTARY EXAMINATION

Feb-2019

FEC 12 Business Communication & Presentation Skills

Time: 2:00 Hours

Max. Marks : 50

Note : Answer all questions...

Q.1 Write short notes on ANY TWO of the followings : 10

- a) Verbal and Non -Verbal communication
- b) Oral Presentation
- c) Features of good Presentation
- d) Types of Interviews
- e) Tips for facing Interview

Q.2 You are Vineet/ Vineeta residing at 23, Lakshmi Apartments, Rampuram, MG Marg, Indraprastha Extension, New Delhi-52. You have come across an advertisement in "The Times of India" for the recruitment of Electrical Engineer in Mehta Engineering Works, Gokhale Marg, Poona-3. Apply in response to this advertisement, giving your detailed Biodata (CV). Invent all necessary details.

10

Q.3 Suppose there is a post of Production manager in a company and a group discussion for the same is being organized. The topics for GD given are : 10

1. Examinations should be abolished from the University system.
 2. Technology creates more problems than it solves.
- Choose a topic and express and elaborate GD on the chosen topic.

P.T.O.

Q.4 A Mock Press is organized for the Prime Minister Narendra Modi. Ask Five relevant questions and its Five answers given by the personality. 10

OR

Assume that you are a part of a Mock Parliament. The topic of the bill is "SPORTS- A COMPULSORY SUBJECT IN CLASS Xth & XIIth BOARD EXAMINATIONS". Give arguments that can be potentially forwarded both in favour and against the bill.

Q.5 Write an Extempore on Any ONE of the topics: 5

1. The entry of women into armed forces.
2. How cyber crime can be prevented on internet.

Q.6 Choose the correct synonym for the following words : 5

1. Fallacy

- a) destroy b) damage c) blunder d) snatch

2. Distinction

- a) degree b) difference c) diffusion d) disagreement

3. Facility

- a) desirability b) means c) happiness d) willingness

4. Elastic

- a) free b) liberal c) flexible d) broad

5. Aggression

- a) friendly b) deterioration c) hostility d) loathe