Bihar Engineering University, Patna
B.Tech. 5th Semester Examination, 2023

Course: *B.Tech.*   Time: *03 Hours*
Code: *100508*   Subject: *Professional Skill Development*   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.*

Q.1 *Choose the correct option /answer the following (Any seven question only):*   **[2 x 7 = 14]**

(a) Which of the following is not an employability Skills:
(i) Good Speaker   (ii) Quick Learner
(iii) Good Runner   (iv) Good Listener

(b) Which are the basic skills needed for good career growth:
(i) Singing   (ii) Dancing
(iii) Technical & Employability Skills   (iv) Working long hours

(c) Which of the following is not a part of one's personality?
(i) Strengths   (ii) Beliefs
(iii) Skin Colour   (iv) Weaknesses

(d) Which among these is not a type of communication?
(i) Visual   (ii) Sorrow
(iii) Non-verbal   (iv) Verbal

(e) Verbal communication is the use of
(i) Images   (ii) Sign
(iii) Physics   (iv) Words

(f) Group discussion helps us:
(i) Solving Problems   (ii) Create Problems
(iii) Learn More   (iv) Both i & iii

(g) Which of the following are good manners in an interview?
(i) Speaking too fast   (ii) Good Eye Contact
(iii) Staring   (iv) Impatient

(h) Interpersonal skills help us in
(i) Maintaining Good Relations   (ii) Removing Conflicts
(iii) Quarrelling   (iv) Both i & ii

(i) A leader should be
(i) Very Stubborn   (ii) Soft
(iii) Visionary   (iv) Both i & ii

(j) What do you understand by ethics?

Q.2 (a) What do you understand by interpersonal skills & how it is important for team work?   **[7]**

(b) How Time Management helps in effective planning & completing the work as per schedule. Explain?   **[7]**

Q.3 (a) What are the basic points which should be taken care of while doing the Group [8] Discussion? Elaborate.

(b) What do you understand by positive attitude? Explain with an example how it [6] helps in getting employable.

Q.4 (a) Write a short note on Gestures & Body Language. [4]

(b) What do you understand by project management? What are the key elements of [10] project management, explain in detail.

Q.5 (a) Describe about Entrepreneurship how it can help in generating employment & [7] generating a good income.

(b) Emotional Intelligence helps for being a successful person in the profession, [7] Explain with examples.

Q.6 (a) How your resume helps you to get a job. What must you know about it before [7] getting interviewed.

(b) Differentiate between the team and group. How team is important for any [7] business or professional work, Explain.

Q.7 (a) Stress management is an important part of the job, how it should be managed. [6]

(b) Explain about the top ten qualities of a good leader, give examples of Great [8] Indian Personalities which supports your answer.

Q.8 (a) Describe about Kinesics & its importance. [7]

(b) How ethics helps in running a good business. Give examples in support of your [7] answer.

Q.9 Write short notes on the following: [3½ x4=14]
(a) Body-language
(b) Interpersonal Skills
(c) Project Management
(d) Emotional Intelligence

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