

BACHELOR OF VOCATION
Automotive Mechatronics
Subject: Soft Skills with Communication
Subject Code: BBME-304
Semester: Fifth
January 2021
Theory (External): 35 Marks
Time: 03 Hours

Instructions to the Students

1. This Question paper consists of two Sections. All sections are compulsory.
2. Section A comprises 10 questions of objective type in nature. All questions are compulsory. Each question carries 1 mark.
3. Section B comprises 8 essay type questions out of which students need to do any 5. Each question carries 5 marks.
4. Read the questions carefully and write the answers in the answer sheets provided.
5. Do not write anything on the question paper.
6. Wherever necessary, the diagram drawn should be neat and properly labelled

Roll Number

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SECTION -A (SHORT/OBJECTIVE TYPE QUESTIONS)

(10x1=10 Marks)

- A. Explain what are employability and Career Skills?
- B. Why is First Impression important?
- C. Give four major features of Power Point?
- D. Which file format can be added to a power point show-
 - a) .gif
 - b) .jpg
 - c) .wav
 - d) All of the above
- E. What is Embed Multimedia?
- F. Which Menu will be accessed if one needs to find the Slide Sorter?
- G. How do you create a Test Question in Power Point?
- H. What does it mean to 'know your resume', explain?
- I. What are the elements of a good resume?
- J. In an interview, you are asked the meaning of success. How will you answer that question?

SECTION -B (ESSAY TYPE QUESTIONS)

(5x5=25 Marks)

1. What steps would you take to orient the students towards grooming as a professional?
2. As the newly elected student president through e-voting, how do you plan to give your speech to your fellow students during this pandemic?
3. Explain in detail the steps to be followed to embed a chart from Excel to Power Point.
4. Even during this long lockdown, you come across a wonderful job opportunity in Google. Prepare an impressive resume for the same.
5. What are the principles of Oral presentation and what factors affect presentation?
6. Prepare a Training presentation highlighting the content that the new interns need to focus on in your team.
7. Explain the steps for cropping an image into custom shapes. How would you align multiple objects?
8. Explain what Non-Verbal Communication is during an important presentation. What role does Body Language play in presentation?

== END OF PAPER ==