

2107001

BACHELOR OF VOCATION
Automotive Manufacturing
Subject: Soft Skills with Communication
Subject Code: BBME-304
Semester: Sixth
July 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									

SECTION –A (SHORT/OBJECTIVE TYPE QUESTIONS)
(10x1=10 Marks)

Answer the following questions briefly:

- A. Write a short note on the significance of body language during interview for job.
- B. Write a note on the importance of first impression during an interview for job.
- C. Write a note on the use of animation in Power Point Presentation.
- D. How multimedia can be embedded in Power Point Presentation?
- E. Write a note on training presentation.
- F. Write main points to craft a message.
- G. Discuss important things that make resume effective.
- H. Write a short note on steps to create online or social media resume.
- I. What is the role of eye contact in successful communication?
- J. How non-verbal communication involves the audience?

SECTION –B (ESSAY TYPE QUESTIONS)
(5x5=25 Marks)

1. What are the various Resume formats? Discuss in detail.
2. Write a detailed note on basic preparation required before interview?
3. What are the generally expected questions during interview for job?
4. Write a detailed note on how to prepare effective Power Point Presentation.
5. What are the major factors that influence presentation?
6. Write a note on the ways and means of managing stress during presentation.
7. Write a note on the significance on the process of proofreading in written communication?
8. Do a comparative study of oral and slide presentation with advantages and disadvantages of both.

==END OF PAPER==