

VCD: 12/12/23

Class: **FYBT** Sem: **I** Subject: **Biotechnology**

Duration: **2 ½ Hours**

Marks: **75**

USBT107 - Ability Enhancement Course - Communication skills

1. Attempt **all** questions.
2. **All questions** carry **equal** marks.
3. Draw **neat labeled diagrams** wherever necessary.
4. For **Q 2, Q 3 and Q 4** attempt A and B **OR** C and D.

Q 1 Do as directed (Any fifteen)

15

1. Define debate.
2. What is a scannable resume ?
3. What are accomplishments ? (One example)
4. What do you think about this subject ?
Identify the given type of sentence as either declarative, interrogative, imperative or exclamatory.
5. John gave her a gift.
(noun, interjection, pronoun) Identify the part of speech of the underlined word in the given sentence.
6. State true or false : Visual aids can improve the understanding of your idea and add spice to your presentation.
7. Define Resume.
8. Give any one example of non verbal communication.
9. Enlist any one component of emotional intelligence.
10. Give any one etiquette which has to be followed at dining.
11. What does it mean to be amicable?
12. If you get a wrong call, how will you respond?
13. State true or false: Always impose your choice of food on others while eating in a restaurant.
14. Define etiquette.
15. State true or false : Eating is a hobby.
16. Name any one method for reducing stress.
17. Define Ethics.
18. Gut feeling is an attribute of _____ making.
19. Which hat in six thinking hat model is associated with creativity.
20. Name any one large corporate organization in India.

Q. 2 A How to develop a cover letter?

08

Q. 2 B Planning & preparation of presentation.

07

OR

Q. 2 C What are the types of employment interviews and how are they different from one another?

08

Q. 2 D Enlist interview skill tips

07

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Q. 3 A Explain how you are going to improve your personality by “ Positive thinking”. 08

Q. 3 B Give an account of personal competencies of emotional intelligence. 07

OR

Q. 3 C Defines etiquette. Enlist the phone etiquettes. 08

Q. 3 D What are the fundamentals of good listening? 07

Q. 4 A Explain various types of leadership styles in detail. 08

Q. 4 B Explain in detail the importance of work ethics. 07

OR

Q. 4 C Write a detailed note on stress management. 08

Q. 4 D Give a detailed account on the Six thinking Hat method. 07

Q. 5 Write Short notes on **any three** of the following 15

- a. Importance of resume .
- b. Difference between resume & curriculum vitae .
- c. Etiquettes at dining
- d. Nurturing hobbies at work.
- e. Needs of emotional intelligence