

R.N.G.PATEL INSTITUTE OF TECHNOLOGY-RNGPIT
(An Autonomous Institute U/s UGC Act 1956)

IMBA SEMESTER-III, SEMESTER END EXAMINATION – WINTER 2025

SUBJECT CODE: 1BS302

DATE: 18-12-2025

**SUBJECT NAME: EFFECTIVE TECHNICAL COMMUNICATION
SKILLS**

TIME: 11:00 AM to 01:30 PM

TOTAL MARKS: 70

Instructions

1. It is **compulsory** for students to write **Enrolment No. /Seat No.** on the question paper.
2. Write answers of **Section A** and **Section B** in **separate answer books**.
3. Attempt all questions from both **Section A** and **Section B**.
4. Each section carries **35 marks**, with a total of **70 marks** for the examination.
5. The figures to the right of each question indicate full marks, make suitable assumptions with justification.
6. BL - Cognitive Level (As per Revised Bloom's Taxonomy) (R-Remember, U-Understanding, A –Application, N –Analyze, E – Evaluate, C -Create), CO - Course Outcomes.

SECTION A

		Marks	BL	CO
Q.1	(a) Define technical communication and list its key features.	03	R	1
	(b) Explain the different purposes of communication with suitable examples.	04	U	1
Q.2	(a) Describe the importance of audience and locale in communication.	03	U	2
	(b) Explain the fundamentals of effective presentation with suitable examples.	04	U	2
	(c) Illustrate the process of a job interview.	07	A	2

OR

Q.2	(a) Describe the different modes of presentation delivery with examples.	03	U	2
	(b) Explain (any one) briefly the following in about 150 words each: 1. Technical Interview 2. Psychometric Test	04	U	2
	(c) Demonstrate ways in which a candidate can exhibit confidence during an interview.	07	A	2
Q.3	(a) Explain the responsibilities of a professional in the workplace.	03	U	3
	(b) Describe the impediments to responsibility with suitable examples.	04	U	3
	(c) Apply the concept of accepting and sharing responsibility in a professional setting.	07	A	3

OR

Q.3	(a) Explain how an individual can make moral choices in professional life.	03	U	3
	(b) Apply suitable methods to resolve an ethical dilemma with an example.	04	U	3
	(c) Explain the concept of Engineering Ethics and apply its principles to show how engineers' decisions influence public life.	07	A	3

SECTION B

		Marks	BL	CO
Q.4	(a) Define small talk and explain its importance in professional communication.	03	U	4
	(b) List and describe any four etiquettes for receiving a phone call in a professional setting.	04	R	4
Q.5	(a) Explain the role of "Change" in personal and professional growth.	03	U	5
	(b) Apply the concept of persistence to explain how it contributes to success. Give an example.	04	A	5
	(c) Evaluate how reading habits influence self-development and lifelong learning. Give your opinion with reasons.	07	E	5

OR

Q.5	(a) Explain the term "Grow" in the context of self-improvement and adaptability.	03	U	5
	(b) Apply the idea of continuous learning to show how reading, listening, and observation lead to development.	04	A	5
	(c) Evaluate how effective prioritization improves time management and productivity. Support with examples.	07	E	5
Q.6	(a) Explain how "Thinking" contributes to innovation and self-awareness.	03	U	6
	(b) Explain the meaning of 'Remember' and describe its significance in personal and professional growth.	04	U	6
	(c) Evaluate the importance of record keeping in maintaining organization and accountability in the workplace.	07	E	6

OR

Q.6	(a) Explain why self-assessment is important for personal and career development.	03	U	6
	(b) Explain the key features of effective communication skills and describe their importance in personal and professional development.	04	U	6
	(c) Evaluate how having a clear goal or dream can lead to success, citing suitable examples.	07	E	6
