

**M.Tech. IN ADVANCED INFORMATION
TECHNOLOGY – MICROELECTRONICS AND
VLSI DESIGN (MTECHVD)**

Term-End Examination

December, 2014

00264

MIN-002 : LIFE SKILL DEVELOPMENT-II

Time : 3 hours

Maximum Marks : 100

Note :

- (i) *Section I is **compulsory**.*
- (ii) *In Section II, answer any **five** questions. All questions carry equal marks.*
- (iii) *Italicized figures to the right indicate maximum marks.*

SECTION I

1. Fill in the blanks with an appropriate form of the verb given in the brackets. 10

- (a) The actress Vanessa Kemp _____ (disappear). Yesterday she _____ (fail) to arrive at the Prince Charles Theatre in London's West End for her leading role in the comedy 'Don't Look Now!'. Ms Kemp, who _____ (live) in Hampstead,

_____ (leave) home at four o'clock yesterday afternoon for the theatre, a journey she _____ (make) several times the week before. Two people who _____ (walk) past her home at the time saw her leave.

(b) Amy : When will I see you again ?

Simon : I don't know. I'm _____ (be) busy this week. And I _____ (go) to London on Saturday.

Amy : Oh! But you _____ (be) here for my party, won't you ?

Simon : No. I _____ (get) back on Sunday evening.

2. Write a formal report in about 200 words on the placement drive in your college.

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SECTION II

3. What are the do's and don'ts of presentation skills ? (Write about 7) 14
4. You are the librarian of your college library. Write a letter to India Book House, M.G. Road, Pune asking for the quotation of the following books for the college library : 14
- 10 copies of *The Monk Who Sold His Ferrari*
by Robin Sharma
- 10 copies of *My Experiments with Truth*
by Mahatma Gandhi
- 10 copies of *Discovery of India*
by Jawaharlal Nehru
- 10 copies of *The Wings of Fire*
by A.P.J. Abdul Kalam
5. Write an **agenda** on the following topic using an appropriate format : 14

The institute has organized a panel discussion on "Women in Indian society" on 25 March, 2011 to begin at 10 am. The speakers include Pritish Nandy – Dowry deaths {30 minutes}, Bachi Karkaria – Woman is her own enemy {30 minutes}, Pronoy Roy – Empowerment of Women {30 minutes} and Tishani Doshi – Women in Performing Arts {30 minutes}. Lunch to be served at 1 pm. End of session.

6. What are the top ten personal qualities employers seek ? How important are communication skills ? What role do they play ? How can one overcome the fear of public speaking ? Explain with examples. 14
 7. State the importance of listening in communication. What are the major obstacles to listening ? 14
 8. How is business communication enhanced using body language ? 14
 9. How do different cultures influence communication ? 14
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