

Name. _____		Printed Pages:01		
Student Admn. No.: _____				
University Polytechnic, Galgotias University Lateral Entry-Qualifying Examination, February 2024 [Programme: All Diploma Programmes] [Semester: I] [Batch:1]				
Course Title: Elementary Professional Communication-II Course Code: QSLPC1012		Max Marks: 100 Time:3 Hrs.		
Instructions:	1. All questions are compulsory. 2. Assume missing data suitably, if any.			
		K Level	COs	Marks
SECTION-A (15 Marks) 5 Marks each				
1.	What are LSRW skills? Suggest methods to improve LSRW skills.	K1	CO1	5
2.	Define professional communication and list its feature.	K2	CO1	5
3.	Define the skills that are required for effective public speaking	K2	CO4	5
SECTION-B(40 Marks) 10 Marks each				
4.	Distinguish a CV from a Resume.	K4	CO1	10
5.	Discuss the essential elements of verbal abilities.	K4	CO4	10
6.	Construct a letter of enquiry to a bookseller. Invent the necessary details yourself.	K3	CO2	10
7.	Analyze the key components of a well written resume.	K3	CO5	10
SECTION-C (45 Marks) 15 Marks each				
8.	Distinguish between the following: 1. Cover Letter and Curriculum Vitae 2. Debate and Group Discussion 3. Group and Mass Communication	K4	CO2	15
9.	Classify communication into various levels and explain each level.	K4	CO3	15
10	Prepare a concise resume for the post of Technical Executive in TCS Delhi. Invent the necessary details to write a compact and impressive resume.	K4	CO5	15