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Department of Computer Science & Engineering
School of Engineering Sciences & Technology
New Delhi-110062

Examination: Odd Semester Examination 2022

Course Name: Humanities-I 306

Course Outcomes (CO):

CO1. To learn about Self-Confidence and Self-Awareness as an individual.

CO2. To learn how to demonstrate Etiquettes in professional settings.

CO3. To learn about Communication Skills and Technical Writing Skills.

SECTION-A

Attempt ALL the Questions (7X5 = 35)

Q.N.	QUESTIONS	MARKS	CO	BL
1	How does the formation of groups help to improve performance levels in an organisation?	05	CO2	L4
2	If you were the manager of a large business firm, what instructions would you like to give to the members of your staff to make an effective use of the telephone?	05	CO2	L5
3	Does creativity play an important role in determining our relationships around us? Explain.	05	CO1	L2
4	Do you think it is necessary for the interviewer also to prepare for the interview? What kind of preparation would you recommend for him?	05	CO2	L3
5	How does a well-written Resume help in negotiating the salary?	05	CO3	L2
6	What are solicited and unsolicited job application letters?	05	CO3	L3
7	How should members invited to attend a meeting conduct themselves to maintain its decorum and purposefulness?	05	CO2	L4

SECTION- B

Attempt ONLY 4 Questions (4x10 = 40)

Q.N.	QUESTIONS	MARKS	CO	BL
1	Draft a notice informing the public in general that Shri N.N.Vohra is no longer an employee of your company.	10	CO2	L2
2	What is the importance of mentioning references in a job application letter?	10	CO3	L2
3	"Do not include too many points in your Presentation". Explain.	10	CO2	L3
4	Draft a memo asking the employees to submit their monthly work report within the stipulated time	10	CO3	L5
5	Prepare the minutes of the Annual General Meeting of shareholders	10	CO3	L3

	of Progressive Publications Limited, Hubli.			
6	Draft a report on the need to introduce some incentive schemes to boost the sales of the company.	10	CO3	L4

BL: Bloom's Taxonomy levels (1- Remembering, 2- Understanding, 3- Applying, 4- Analysing, 5- Evaluating, 6- Creating)

CO: Course Objective