



End Semester /Reappear (Semester IV) Examination May 2025

Programme: Diploma (MiE)

Full Marks: 70

Course: Professional Skills

Time: 3 Hrs.

Course Code: 40D.251

Enrolment no. _____

Section I

1. Short Answer type questions. Answer any four.

4 x 5 = 20

- Differentiate between group interview and group discussion.
- 'Manners and etiquettes play an important role in the interview process.' Discuss.
- Employment communication is the necessary tool for a candidate looking for a job. Is it true? Explain.
- Define Attitude. Discuss the ABC rule of attitude.
- Discuss the importance of Interview for a successful placement.
- Define conflict handling technique.

Section II

Long Answer type questions. Answer any three.

3 x 10 = 30

- Explain the process of interview with the different types of interview.
- What qualities and requirements should an employee look for in an Organization/Company?
- 'Group discussion is one of the step in interview processes. Explain the importance of group discussion.
- Explain listening as a skill. How is listening important in problem solving.
- Describe about the role of digital channel in job searching.

Section III

Application based questions. Answer any one.

1 x 20 = 20

- An interview is considered a process for selecting the right person for the right job. Is this statement a myth or reality? Provide a detailed explanation to support your answer.
- You have applied for the post of Unit Mine Manager in a Topa colliery. Recently you got a call from HR executive to face video conferencing interview on a given date. Which preparations and skills you will adopt to get selected in the interview.
- Assess the obstacles that hinder effective communication. Provide a detailed evaluation of these barriers and their impact on the communication process.
