

PRACTICE SET
End Semester Examination, Fall 2025

Program: BMLT
Semester: III
Course: Professional Skills
Course Code: 40BMT104

Course Learning Objective:

CO 1: To develop essential professional communication, teamwork and problem-solving skills.

CO 2: To enhance workplace etiquette, time management and adaptability.

CO 3: To prepare students for employment or entrepreneurship through soft skill training.

Section A:

(24 X 05 = 120)

1. Explain Verbal and Non-Verbal Communication. [CO1, Unit-I, LOT, Understand]
2. State the role of empathy in effective communication. [CO1, Unit-I, LOT, Understand]
3. Explain two common barriers to Active Listening. [CO1, Unit-I, LOT, Remember]
4. List two essential characteristics of a professional email. [CO1, Unit-I, LOT, Remember]
5. Describe the objective of a Group Discussion. [CO2, Unit-I, LOT, Understand]
6. Define the Art of Presentation. [CO1, Unit-I, LOT, Remember]
7. Explain the concept of Emotional Intelligence (EQ) in the workplace. [CO2, Unit-II, LOT, Understand]
8. Explain what is Eisenhower Matrix used for. [CO1, Unit-II, LOT, Remember]
9. State two negative impacts of Stress on professional performance. [CO1, Unit-II, LOT, Remember]
10. Differentiate between a Task Role and a Social Role in a team. [CO1, Unit-II, HOT, Analyze]
11. Explain the goal of a Consensus Decision-Making style. [CO2, Unit-II, LOT, Understand]
12. List two common Leadership Traits. [CO1, Unit-II, LOT, Remember]
13. Discuss the significance of Dress Code & Grooming in professional conduct. [CO2, Unit-III, LOT, Understand]
14. Define Professional Ethics. [CO1, Unit-III, LOT, Remember]
15. State the principle of 'Netiquette' in email communication. [CO1, Unit-III, LOT, Remember]
16. Give one example of an ethical dilemma in the Digital Age. [CO1, Unit-III, LOT, Remember]
17. Briefly explain the concept of Professional Conduct. [CO2, Unit-III, LOT, Understand]
18. Discuss the purpose of an Agenda in a meeting. [CO1, Unit-III, LOT, Remember]
19. Define a Cover Letter. [CO1, Unit-IV, LOT, Remember]
20. Explain Personal Branding. [CO2, Unit-IV, LOT, Understand]
21. State two qualities an HR interviewer looks for. [CO1, Unit-IV, LOT, Remember]
22. Differentiate between a Resume and a CV. [CO1, Unit-IV, HOT, Analyze]
23. Analyze why a strong LinkedIn Profile is necessary today. [CO1, Unit-IV, HOT, Analyze]
24. List two sections typically found in a Resume. [CO1, Unit-IV, LOT, Remember]

Section B:**(10 X 10 = 100)**

25. Explain how Verbal and Non-Verbal communication must be synchronized for effective public speaking. [CO2, Unit-I, LOT, Understand]
26. Analyze the key strategies to effectively manage and resolve a Conflict in a professional team setting. [CO1, Unit-I, HOT, Analyze]
27. Discuss the importance of the Work-Life Balance in maintaining professional productivity and reducing stress. [CO2, Unit-II, LOT, Understand]
28. Evaluate the effectiveness of two different Leadership Types (e.g., Autocratic vs. Democratic) in a crisis situation. [CO2, Unit-II, HOT, Evaluate]
29. Explain the importance of Meeting Etiquette and list four rules that must be followed during a professional meeting. [CO2, Unit-III, LOT, Understand]
30. Analyze the role of Professional Conduct in building a positive organizational culture. [CO1, Unit-III, HOT, Analyze]
31. Elaborate on the key components and required length of a Cover Letter to maximize its impact on a recruiter. [CO3, Unit-IV, HOT, Create]
32. Explain the STAR method for answering behavioral questions during an interview. [CO2, Unit-IV, LOT, Understand]
33. Explain how Emotional Intelligence (EQ) can be applied during Interview Preparation to manage stress and improve performance. [CO2, Unit-II, LOT, Apply]
34. Analyze the ethical concerns related to Email Communication in the digital age, linking them to professional conduct. [CO1, Unit-I, HOT, Analyze]

Section C:**(06 X 20 = 120)**

35. Analyze the steps involved in writing a comprehensive Business Report. Discuss how good Public Speaking skills are essential when presenting the findings of this report to senior management. [CO1, Unit-I, HOT, Analyze]
36. Formulate a presentation outline on the topic: "Ethics in the Digital Age: Professional Conduct and Online Etiquette." Justify the inclusion of Debate in the presentation structure. [CO3, Unit-III, HOT, Create]
37. Discuss the major Prioritization Techniques (e.g., Eisenhower, Pomodoro). Evaluate which technique is most effective for a student managing a large semester project with multiple deadlines. [CO2, Unit-II, HOT, Evaluate]
38. Elaborate on the process of Personal Branding. Devise a step-by-step strategy for a student to effectively use their LinkedIn Profile for job search and professional networking. [CO3, Unit-IV, HOT, Create]
39. Evaluate the statement: "Interview skills are simply an extension of communication and emotional intelligence." Analyze the role of Verbal Communication, Active Listening, and EQ in the successful navigation of a technical and HR round interview. [CO2, Unit-IV, HOT, Evaluate]
40. Analyze the factors that contribute to poor Team Decision-Making. Develop a managerial program using Conflict Resolution and Leadership Traits to improve team dynamics and decision quality in a complex project. [CO1, Unit-II, HOT, Analyze]

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Disclaimer: - This is a Practice Set. The Question in End term examination will differ from the Practice set. This Practice set is meant for practice only.