

Dr. Anil Sehrawat

JAYPEE UNIVERSITY OF INFORMATION TECHNOLOGY, WAKNAGHAT

END TERM TEST

SUMMER SEMESTER - JULY 2016

B.Tech I Semester

COURSE CODE: 10B11PD111

MAX. MARKS: 50

COURSE NAME: Presentation and Communication Skills

COURSE CREDITS: 03

MAX. TIME: 2 HRS

---

*Note: All questions are compulsory. Carrying of mobile phone during examinations will be treated as case of unfair means. All questions carry equal marks.*

---

Q1. Your elder brother is making his first powerpoint presentation at his workplace. He is going to be presenting his proposal to the senior management for approval. List ten points that he must keep in mind in making an effective presentation.

Q2. How do word choice, sentence construction and paragraph development contribute to composing effective messages?

Q3. The HR manager of your company has asked you to compose the rejection letters to be sent to the candidates not selected for a middle management position. Use the indirect plan in composing the message.

Q4. Write a memo to all employees of your organization where you are the administrative officer informing them that coming late to office will be dealt with strictly and may lead to loss of paid leave or salary cuts.

Q5. Describe in detail the format that should be followed in creating an effective formal report.