Q1. (a) Differentiate between a project and a proposal.

(b) Explain the basics of project writing with the help of illustrations.

Q2. (a) What is the meaning of the terms “paper reading” and “voice modulation”. Explain the basics of project presentation.

(b) What does effective report consist of? Illustrate it with an example.

Q3. (a) Describe the presentation as a part of a job interview.

(b) What are the Boredom factors in presentation? How do these be overcome?

Q4. (a) Define Leadership. What makes one a good leader?

(b) What is group discussion? Illustrate group discussion techniques.

Q5. Describe the following terms:
(a) Art of effective listening
(b) Guidelines for effective presentation
(c) Presentation Tools

Q6. What is a Resume? Draft a resume for the job of Software Engineer in a multinational.

Q7. Write short notes on:
(a) Mock Interview
(b) Importance of gestures
(c) Debating a given topic