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**GANDHI INSTITUTE OF ENGINEERING AND TECHNOLOGY, ODISHA,
GUNUPUR
(GIET UNIVERSITY)**

B. Tech (Fourth Semester - Regular) Examinations, April – 2025
Advanced Communication Skills and Professional Ethics
(Common to All Branches)

Time: 3 hrs

Maximum: 60 Marks

Answer ALL questions
(The figures in the right hand margin indicate marks)

PART – A**(2 x 5 = 10 Marks)**Q.1. Answer **ALL** questions

	CO #	Blooms Level
a. Explain how effective listening contributes to increased workplace efficiency.	CO1	K1
b. Discuss the emotional barriers involved in advanced speaking skills.	CO2	K2
c. Lucubrate the concept of self-plagiarism.	CO4	K1
d. Outline the methods to overcome grammatical and spelling errors in professional writing.	CO5	K2
e. Analyze the role of technological tools in enhancing communication.	CO6	K4

PART – B**(10 x 5 = 50 Marks)**Answer **ALL** the questions

	Marks	CO #	Blooms Level
2. a. Discuss how effective listening reduces miscommunication and enhances decision-making.	5	CO1	K1
b. Evaluate the impact of noise and distractions on listening effectiveness and suggest solutions to minimize them.	5	CO1	K3
(OR)			
c. Lucubrate the key barriers to advanced listening skills.	5	CO1	K2
d. Differentiate between advanced listening skills and general listening skills to highlight their key differences.	5	CO3	K2
3.a. Explain how overcoming speaking barriers enhances productivity and strengthens teamwork.	5	CO3	K2
b. Analyze how poor body language acts as a barrier to effective speaking and suggest tips to improve it.	5	CO2	K3
(OR)			
c. Recommend effective tips to develop advanced speaking skills.	5	CO2	K1
d. Discuss how the lack of feedback hinders effective speaking and outline strategies to address this issue.	5	CO2	K2
4.a. Explain how professional writing ensures clear communication and enhances career opportunities.	5	CO4	K1
b. Justify how limited vocabulary and poor word choice hinder the development of advanced writing skills.	5	CO4	K2
(OR)			
c. Identify the barriers to advanced writing skills and suggest tips to overcome them.	5	CO4	K2
d. Recommend some useful tips to improve professional writing skills.	5	CO4	K2
5.a. Discuss the significance of professional ethics in the workplace.	5	CO5	K2
b. Identify and describe the different types of plagiarism.	5	CO5	K2

(OR)

c.	Illustrate how professional ethics prevents legal consequences and ensures accountability.	5	CO5	K2
d.	Explain source-based plagiarism and recommend ways to overcome it.	5	CO5	K2
6.a.	Lucubrate how can technological aids be utilized to enhance effective communication.	5	CO6	K2
b.	Suggest effective strategies to avoid plagiarism.	5	CO5	K1
(OR)				
c.	List and explain the advantages of using QuillBot in writing.	5	CO6	K2
d.	Evaluate the effectiveness of Grammarly and Turnitin in enhancing the quality of professional writing.	5	CO6	K2

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