

Gandhi Institute of Engineering and Technology University, Odisha, Gunupur (GIET University)



B. Tech (Fourth Semester – Regular/Supplementary) Examinations, April 2026
23BBSHS24001-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. Suggest suitable strategies for overcoming cultural barriers to effective listening in the workplace.	CO1	K2
b. Identify two ways to overcome fear of speaking.	CO2	K2
c. Describe the role of proofreading in writing.	CO4	K2
d. Explain citation in academic and professional writing.	CO5	K1
e. Define iThenticate and state its use.	CO6	K1

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

	Marks	CO #	Blooms Level
2. a. List the barriers to effective listening in the workplace and suggest strategies to overcome them.	5	CO1	K2
b. Analyze how prejudgments and stereotypes affect listening.	5	CO1	K4
(OR)			
c. Illustrate the impact of distractions and emotional responses on listening, and suggest practical strategies to overcome them.	5	CO3	K2
d. Analyze the concept of information overload and examine how it affects listening comprehension in modern workplaces.	5	CO1	K4
3.a. Explain the barriers to effective speaking and recommend solutions to overcome them.	5	CO2	K2
b. Define stage fright and suggest ways to overcome it.	5	CO2	K1
(OR)			
c. Discuss the concept of advanced speaking skills and analyze strategies to develop them in a professional context.	5	CO2	K1
d. Evaluate how body language and non-verbal communication influence speaking effectiveness.	5	CO3	K2
4.a. Describe the importance of clarity, tone, and structure in both speaking and professional writing.	5	CO4	K2
b. Lucubrate the common barriers to professional writing.	5	CO4	K2
(OR)			
c. Explain how effective professional writing contributes to career growth and organizational success.	5	CO4	K2
d. Differentiate between general and professional writing.	5	CO4	K2
5.a. Discuss the different types of plagiarism with examples.	5	CO5	K2

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| b. Evaluate the role of citation in preventing plagiarism and ensuring originality. | 5 | CO5 | K4 |
| (OR) | | | |
| c. Discuss the techniques to prevent plagiarism and critically evaluate their role in promoting originality in writing. | 5 | CO5 | K2 |
| d. Examine the consequences of unethical behavior in professional life and evaluate how it affects both individuals and organizational reputation. | 5 | CO5 | K4 |
| 6.a. Critically examine the features, advantages, and limitations of QuillBot as a writing and paraphrasing tool. | 5 | CO6 | K2 |
| b. Discuss how technological tools enhance communication in the workplace. | 5 | CO6 | K2 |
| (OR) | | | |
| c. Evaluate the merits and demerits of spell check in professional writing. How do they influence writing accuracy and user dependency? | 5 | CO6 | K2 |
| d. Discuss the role of AI-based tools such as speech-to-text and translation software in overcoming language barriers. | 5 | CO6 | K2 |

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