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Paper Id: **199256**   Roll No. [ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ]

B TECH
(SEM II) THEORY EXAMINATION 2018-19
PROFESSIONAL COMMUNICATION

Time: 3 Hours   *Total Marks: 70*

Note: Attempt all Sections. If require any missing data; then choose suitably.

SECTION A

1. **Attempt *all* questions in brief.**   **2 x 7 = 14**
    a. How does the downward flow of communication work in an organization?
    b. Use the following homophones in separate sentences to bring out their meaning:
        a. Complement and Compliment;
        b. Coarse and Course
    c. Transform the following sentences as per the instructions given:
        a. Jon said to me, "Are you coming home this weekend." (indirect speech)
        b. Lily may have been writing her teacher's biography. (passive voice)
    d. Draft a job application for online job-posting. Invent necessary details.
    e. What is a syllable? Give two examples of disyllabic words.
    f. Write a short note on paralinguistic features of human speech.
    g. What are the differences between language of Literature and language of Science as discussed by A. Huxley?

SECTION B

2. **Attempt any *three* of the following:**   **7 x 3 = 21**
    a. "Language is a tool of communication". Comment.
    b. List and discuss various techniques and methods of paragraph development.
    c. Discuss the 7Cs of business correspondence.
    d. List and explain various types of presentation and their impact on audience.
    e. How does Barry Commoner examine the intersection of environmentalism and science in his essay "Science and Survival"?

SECTION C

3. **Attempt any *one* part of the following:**   **7 x 1 = 7**
    (a) What are the features of technical communication? Explain.
    (b) List and elucidate the barriers of communication. How can we overcome those barriers?

4. **Attempt any *one* part of the following:**   **7 x 1 = 7**
    (a) What are verbs and adverbs? Give four examples for adverbs. (write complete sentences)
    (b) Write a paragraph in deductive order on the topic 'Failure is the first step of Success'.

5. **Attempt any *one* part of the following:**   **7 x 1 = 7**
    (a) Draft a resume for application against a job position published in a newspaper. Invent necessary details.

    (b)   What is a proposal? Draft an executive summary for a proposal. Invent necessary details.

6.   **Attempt any *one* part of the following:**   **7 x 1 = 7**
    (a)   Elucidate the role of positive body language in presentation.
    (b)   What are the differences between active and passive listing skills? How can we improve our listing skills?

7.   **Attempt any *one* part of the following:**   **7 x 1 = 7**
    (a)   How has the statement, "Man is part of Nature", shaken the self-assurance of the western man?
    (b)   Write a critical analysis of the essay "The Mother of the Sciences" by A. J. Bahm.