

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

Time: 3 Hours

Total Marks: 70

**Note** Attempt all Sections equally & give answers in a neat & orderly manner.

**SECTION A**

- 1. Attempt all questions briefly. 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 listening skills? How can we improve our listening 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.

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