

Paper Id:

199124

Roll No:

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BTECH
(SEM I) THEORY EXAMINATION 2019-20
PROFESSIONAL COMMUNICATION

Time: 3 Hours

Total Marks: 100

Note: Attempt all questions. If any question is found to be unanswerable, you may omit it.

SECTION A

- 1. Attempt all questions brief. 2 x 10 = 20**
- a. Explain how clarity can be introduced in technical writing.
 - b. Distinguish in pitch and syllable.
 - c. Transform the following sentences as directed:
 - i). The Taj is the most beautiful building in India. (Positive degree)
 - ii). He is one of the best cricketers of India (Comparative Degree)
 - d. How literature helps in social welfare?
 - e. Distinguish between solicited and unsolicited proposal.
 - f. What are oral sounds?
 - g. What are the types of presentation?
 - h. What is kinesics? Explain with example.
 - i. Describe the characteristics of business letter.
 - j. What is art of condensation? Why it is needed?

SECTION B

- 2. Attempt any three of the following: 10x3=30**
- a. Describe the features of technical writing.
 - b. How new words are formed, discuss important methods?
 - c. Discuss the methods of paragraph development.
 - d. Write a letter to the supplier of Laptop based at Noida to compensate the loss to 60 laptops in the transit.
 - e. How you will suggest your friend to improve his listening skills?

SECTION C

- 3. Attempt any one part of the following: 10x1=10**
- a. What is communication? Discuss the process of communication in detail.
 - b. Discuss the barriers of communication and explain the ways to overcome.
- 4. Attempt any one part of the following: 10x1=10**
- a. Write short note on paragraph development.
 - b. Correct the following sentences-
 - i) His father died from cholera.
 - ii) One should do his duty.
 - iii) I love to listen good music.
 - iv) She has no taste for tee.
 - v) This s most beautiful picture.
- 5. Attempt any one part of the following: 10x1=10**
- a. What is resume? Write your resume in detail including your achievements.
 - b. Write a technical proposal for receiving government grant for setting up a manufacturing unit.
- 6. Attempt any one part of the following: 10x1=10**
- a. What is the process of negotiation? Describe the characteristics of an expert negotiator.
 - b. What is the role of body language in oral communication? Discuss in detail.
- 7. Attempt any one part of the following: 10x1=10**
- a. What is phonetic transcription? How is it helpful in language learning?
 - b. Summarize Moody E. Prior's views on the differences and sameness of science and humanities.