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**B. TECH.**  
**(SEM I) THEORY EXAMINATION 2019-20**  
**PROFESSIONAL COMMUNICATION**

Time: 3 Hours

Total Marks: 70

**Not a t t e m p t S e c t i o n s e q u i a r y m i s s i d g t a h e n h o o s a i t a b l y .**

**S E C T I O N**

- 1. Attempt the questions brief. 2 x 7 = 14**
- a) Throw light on the process of communication diagrammatically.
  - b) Form words as directed below and use them in statements:
    - (i) Type (adjective)      (ii) Machine (adjective)
    - (iii) High (noun)      (iv) Free (noun)
  - c) Give the meaning of the following homophones:
    - (i) Stationery, Stationary (ii) Waive, Wave
  - d) What is topic sentence?
  - e) What is RFP?
  - f) List the types of attitude in business letters.
  - g) Name three pollutants with which man has loaded the atmosphere?

**SECTION B**

- 2. Attempt any three of the following: 7 x 3 = 21**
- a) Compare and contrast the downward flow of communication from the upward flow of communication.
  - b) Correct the following sentences:
    - i). She comes to school by foot.      iv). The scissors is made of steel.
    - ii). Gandhi ji taught us to never      v). I wish he was here.
    - say a lie.      vi). You have done a mistake.
    - iii). Either you or he are right.      vii). None of the students have failed.
  - c) What are the purposes and steps of negotiation process?
  - d) What suggestions would you give to your friend to improve his listening skills?
  - e) "Man is a part of nature, in the same sense that a stone is, or a cactus, or a camel." Comment.

**SECTION C**

- 3. Attempt any one part of the following: 7 x 1 = 7**
- a) Discuss the features of technical communication.
  - b) What are the three main barriers to organizational communication and how would you remove them?
- 4. Attempt any one part of the following: 7 x 1 = 7**
- a) What are the different methods of paragraph development in technical writing?
  - b) What are the requisites of effective sentence construction? Discuss with examples.
- 5. Attempt any one part of the following: 7 x 1 = 7**
- a) Define technical proposal. Draft a proposal for establishing an internet lab in your organization. Invent necessary details.
  - b) Discuss the principles of business communication.
- 6. Attempt any one part of the following: 7 x 1 = 7**
- a) What are the paralinguistic features of voice dynamics? Differentiate between syllable and pitch.
  - b) What is the role of body language in presentation?
- 7. Attempt any one part of the following: 7 x 1 = 7**
- a) What is the difference between language of literature and that of science as laid down by A. Huxley in his essay?
  - b) How could philosophy be termed as the mother of the sciences apropos A. J. Bham?