

Ajay Kumar Garg Engineering College, Ghaziabad

Department of Applied Sciences & Humanities

Sessional Test-2

MODEL SOLUTION

Course: B.Tech

Semester: I

Session: 2017-18

Sections: CS-1,2,3, EN-1,2, IT1,2,EI

Subject: Professional Communication

Sub. Code: RAS-104

Max Marks: 50

Time: 2 hour

Section A

(5x2= 10)

Note: Answer all the sections.

Q.1. What is negotiation?

Ans. Negotiation is a method by which people settle differences. It is a process by which compromise or agreement is reached while avoiding argument and dispute.

Q.2. What is 'You' attitude in business correspondence?

Ans. The 'you attitude' is writing style that emphasizes readers rather than the writer. To write business letter we should not focus or put our self in the place of receivers. Business letter must be written from 'you view point' instead of 'I or we view point'.

Q.3. Give the meaning of the following pairs of homophones and use them in statements: Jealous & Zealous

Ans. Jealous (feeling or showing an envious resentment of someone or their achievements) :-

He was jealous of my success.

Zealous (having or showing zeal) :-

They smiled at his zealous speech.

Q.4. What is a topic sentence?

Ans. A sentence that expresses the main idea of the

paragraph in which it occurs, is called a topic sentence. It tells what the passage is mainly about.

Q.5. Give antonyms of the following words:

Ans. Intentional : unintentional, unplanned, unwilling
• Just : unjust, unfair

Section - B

B. Attempt all the questions:

Q.6. What aspects of a report are dealt within the 'front matter' and 'back matter'?

Ans. Front Matter is the first section of a business report and is generally the shortest. It is sometimes called the prelims, or preliminary matter. It includes:

- Cover Page
- Title Page
- Certificate
- Acknowledgement
- Table of Contents
- List of Illustration
- Executive Summary

Back matter is what we find at the end of a report. The sections of back matter are often supplementary in nature, and inform the reader about some aspect of the book. The different elements of back matter can vary, and choices largely depend on what each particular report needs. It includes:

- Appendix
(or several appendices - numbered A, B, C etc.)
- Bibliography / References
- Glossary
- Index

Q.7. How can a sales letter be written?

Ans. A sales letter is a piece of direct mail which is designed to persuade the reader to persuade the reader to purchase a particular product or service in the absence of a salesman. The following seven tips can help us write more effective sales letters:

- Be the customer as you write
- Organize your letters
- Make it easy to read
- Capture your reader's attention
- Get your readers interested
- Make your readers want your product or service
- Ask your readers to take actions

Q.8. Draft the 'Title Page' of a business proposal.
(Invent necessary details yourself)

Ans. A business proposal is a written document sent to a prospective client in order to obtain a specific job. Proposals may be solicited or unsolicited.

Title Page of a business proposal includes sender's name and the name of the sender's company, the name of the person and company to whom the proposal is submitted and the date of submission.

HARDWARE , SOFTWARE AND TRAINING
PROPOSAL

TO
HASHE COMPUTER SOLUTION

Prepared by
Mohammad Hassan
General Manager

&
Usama Ijaz
Applications Specialist

Title Page of a business Proposal

Q.9 Correct the following sentences.

1. Learning the French isn't easy.
2. If I am a child, I would play outside.
3. Always, I study before I go to bed.
4. I'm not very good for cooking.
5. The students were not interested in the lesson because it was bored.

Ans (A) (1) Learning French isn't easy.
2. If I were a child, I would play outside.
3. I always study before I go to bed.
4. I'm not very good at cooking.
5. The students were not interested in the lesson because it was boring.

Q.10 Transform the following sentences.

1. You have to hurry or you will miss the bus.
(compound to complex)
2. He came here to see me. (simple to compound)
3. I will finish the job by the end of this week.
(active to passive)
4. Nobody could find out the place of their stay.
(simple to complex)
5. Rani is the prettiest girl in the class. (comparative to superlative)

Professional Experience

Project Trainee (July 2001 - Dec 2001)

Satyam Computer Service Ltd., Hyderabad

Project: Metadata Management System

Description: Metadata manager is a tool to create and maintain data marts. It creates a centralized metadata repository to store all the details about data marts.

Databases, Technologies & Languages Used: Oracle, Spring, JDBC, Java Security, XML, SQL, Java

Educational Background

Degree of Examination	Name of the Institute	Year	Division
ME, Software Systems (First year)	Birla Institute of Technology & Science, Pilani, Rajasthan	2002 - Present	
BE, (Hons.), Electronics and Instrumentation	Birla Institute of Technology, Pilani, Rajasthan	1998-2002	First Div. with 72%
Higher Sec. Examination	Bharathi Vidya Bhawan, Erode, Tamil Nadu	1997-1998	Distinction with 97%

Accomplishment

- Won a silver medal in Inter school volleyball tournament
- Member of Rotary club since 2002.
- Organized various debates competition in school.

Personal Details

Date of Birth: 28th April 1981
Marital status: single
Languages known: English & Hindi
Permanent Address: 1329-A, KK Nagar, Bhavani
Tamil Nadu, India-638316

References

- Mr. Murikumar
System Analyst
Satyam Computer service Ltd, Hyderabad, Andhra Pradesh, India
- Mr. Sunil Pal
Senior Software Engineer
Satyam Computer service Ltd, Hyderabad.

Date:
Place:

Sign .

Q.12. What are the requisites of good sentence writing in a technical paper?

Ans. Effective techniques that will help in good sentence construction in a technical paper are as follows.

① Prefer short sentences.

Shorter sentences convey meaning better than longer ones. If too many ideas are cluttered in a sentence through words,

e.g. The records of the account indicate the

e.g. It has been glaringly noticed from the records of the accounts that the company faced great loss in this fiscal year.

Revised sentence

The records of the account indicate that the company faced great loss in this fiscal year.

④ Avoid Redundancy.

Repetition of a word or idea unnecessarily lengthens the sentence, without in any way adding the meaning.

e.g. we all assemble together for the condolence meeting.

Revised we all will assemble for condolence.

⑤ Prefer Active to Passive voice

Passive construction often result in vagueness. They also make passive sentences longer since they need helping verbs. Active voice produces more forceful and livelier writing. Since the emphasis is on action, it generally saves words.

the meaning is lost, and the reader is left in a confused state. Therefore, you should attempt to put less information into a sentence at a time.

You can write simple and short sentences by

a) breaking a very long sentence into two simple sentences,

b) Using words economically,

② Avoid cluttering phrases.

Sentences often become long because of cluttering phrases. You can replace these phrases with shorter wording, without loss of meaning.

- cluttering phrases
- owing to the fact
- under the circumstances
- in which

• In very few cases

Better substitute
because.
when

seldom.

③ Avoid Redundant Phrases.

To write with simplicity and clarity, avoid using excess words which do not contribute any meaning to the sentence. Sometimes you need to reconstruct the sentence while eliminating these extra phrases.

⑥ Avoid Ambiguous Sentences.

Ambiguity arises mainly because of misplaced modifiers in sentences. The position of a modifier in a sentence is important. Whether it is a word, phrase or clause, it should be placed as near as possible to the word it modifies. One example where the misplaced modifier lead to ambiguity ~~are~~ is as given below:

original: The man holding a briefcase was moving towards the car in black suit.

Revised: The man in black suit, holding a briefcase, was moving towards the car.

⑦ Consistency.

All sentences should follow same pattern. That is one has to choose one type of style - formal or informal. Likewise one has to use words of correct connotations and maintain grammatical consistency.

e.g.

• The more you work, the more satisfaction you get

• ~~The lower the distance, the more~~ ~~and to~~ ~~the~~