

B.Tech. (Main & COP)
First Semester Examination, 2016-17
Professional Communication

Time: 3 Hours

Total Marks: 100

Note: Attempt all questions. Assume missing data suitably.

1. Attempt any four parts of the following: *general* **(5x4=20)**

- (a) Differentiate between technical and ~~written~~ communication. Explain briefly.
- (b) Point out the features of language. Elucidate.
- (c) Mention the causes of intra-personal barriers to communication. How do they affect the process of communication?
- (d) What are the requisites of paragraph writing? Explain briefly.
- (e) Describe the qualities of a good negotiator. How does the negotiator benefit the organization?
- (f) Define attitude. Point out its relevance to the work ethics of a professional.

2. Attempt any two parts of the following: **(10x2=20)**

(a) Give the meaning of any five homophones and use them in statements:

- i) Adapt, Adept ii) Check, Cheque iii) Eligible, Illegible
- iv) Confidant, Confident v) Cite, Site vi) Ensure, Insure

(b) Give the synonym of any five the following and use them in your statements:

- i) Adduce ii) Discretion iii) Docile
- iv) Filial v) Idyllic vi) Paragon

(c) Give the antonym of any five select words and use them in your own statements:

- i) Sincerity *ingratitude* ii) Blunt *shrewd* iii) Boon
- iv) Soft *hard* v) Surge vi) Attend *absent*

3. Attempt any two parts of the following: **(10x2=20)**

(a) What is technical proposal? Describe salient structural parts of technical proposal. Illustrate.

- (b) Define technical report. Point out its relevance for professionals.
- (c) Draft an adjustment letter related to the supply of 20 no. of damaged computer systems by a firm based at Delhi to your organization. Invent factual details.

4. Attempt any two parts of the following: (10x2=20)

- (a) Describe the features of inter-personal communication. How does it impact on the team-work in any organization? Illustrate.
- (b) What is the role of empathy in personality development of a professional? Explain.
- (c) Describe the features of body language. Signify its role in communication.

5. Attempt any two parts of the following: (10x2=20)

- (a) Differentiate between the aims of science and that of humanities as propounded by M. E. Prior in his essay.
- (b) Describe the view of Aldous Huxley on the language of literature and science as indicated in his essay.
- (c) How does Philosophy criticize, foster and synthesize the findings of diverse scientific results? Elucidate.