

B.Tech. (Main & COP)
First Semester Examination, 2015-16
Professional Communication

Time: 3 Hours

Total Marks: 100

Note: Attempt all questions. Each questions carry equal marks.

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

- ✓ (a) Define technical communication and describe its features briefly.
- (b) Prove that language is carrier of cultural heritage of its originating place.
- ✓ (c) What do you understand by barriers to communication? How could we overcome inter-personal barriers to streamline our communication?
- ✓ (d) What are the requisites of good sentence writing for technical communication? How could variety be introduced in framing sentences?
- ✓ (e) Describe the features of negotiation skills and specify the qualities of a good negotiator.
- (f) Describe the features of responsible behaviour. How is it significant for the growth of any organization?

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

- (a) Give the meaning of any five homophones and use them in statements:
✓ (i) Canvas, Canvass ✓ (ii) Coarse, Course ✓ (iii) Emigrant, Immigrant (iv) Tamper, Temper (v) Cite, Sight (vi) Eruption, Irruption
- (b) Give the synonym of any five the following and use them in your statements.
(i) Benign (ii) Brusque (iii) Instigate (iv) Illicit
(v) Prerogative (vi) Debonair
- (c) Give the antonym of any five select words and use them in your own statements:

(i) Fidelity (ii) Sharp (iii) Curse (iv) Rigorous (v) Hard
(vi) Talkative

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

- (a) What is technical style? How could choice of words determine the differences of technical style? Elucidate.
- (b) Compare and contrast the communication skills and business presentation skills. Illustrate.
- (c) Draft a claim letter in the capacity of a purchase officer for due compensation to the supplier of computer systems based at Delhi as the buyer received some computer systems in damaged condition. Invent necessary details.

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

- (a) Define inter personal communication. Describe its role in team building for the growth and development of any organization. Illustrate.
- (b) How does emotional intelligence lead to professional excellence? Describe its significance for a successful professional.
- (c) Describe the features of body language and specify its role in verbal communication.

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

- (a) Pin-point the aims of Science and Humanities. How do they carry the unity of purpose for the development of mankind apropos Moody E. Prior in his essay? Illustrate.
- (b) How is Philosophy the Mother of Sciences? Describe precisely apropos A. J. Bahm. Elucidate.
- (c) What is the effect of scientific temper on man according to Bertrand Russell in his essay? Illustrate.