

BFAD
(SEM-I) (ODD SEM.) THEORY EXAMINATION, 2015-2016
PROFESSIONAL COMMUNICATION FD-107(Set-1)

SECTION-A

Q1. Attempt all the questions.

(10X2= 20)

- (a) Define communication.
- (b) Give an example of interpersonal communication.
- (c) Noise is _____.
- (d) Write down two reasons due to which organizational barrier originate.
- (e) Quote an example of intrapersonal barrier.
- (f) Define feedback.
- (g) Enlist 7c's of letter writing.
- (h) What is the objective of writing a sales letter?
- (i) What is the objective of writing a credit letter?
- (j) When do we say that language is abstract?
 - i. because it can never be generalized.
 - ii. because it is fixed and does not undergo any change.
 - iii. because words in a language always have only one meaning.
 - iv. because it refers to generalized things or thoughts.

SECTION-B

ATTEMPT ANY FIVE QUESTIONS

(10X 5= 50)

Q2. Discuss the levels of communication.

Q3. Give the antonyms of following:

- (i) normal
- (ii) after
- (iii) ancient
- (iv) hostile
- (v) glorious
- (vi) rational
- (vii) create
- (viii) elastic
- (ix) childish
- (x) succeed

Q4. Read each sentence and fill in the blank, choosing the correct homophone:

- i. Please _____ our sincere apologies. (accept/ except)
- ii. You will _____ your deposit if you cancel the order. (lose/ loose)
- iii. _____ going to the fair tomorrow morning. (Their, They're)
- iv. Your opinion will not _____ my decision. (affect/ effect)
- v. He is far _____ young to go by himself. (to, too, two)
- vi. She _____ the capitals of every state. (new, knew)
- vii. He's a man _____ opinion I respect. (Who's, Whose)
- viii. They set _____ at dawn. (forth, fourth)
- ix. New roads will link the _____ areas of the city. (principal, principle)
- x. I would _____ extreme caution. (advice, advise)

Q5. Elaborate on various techniques of developing a paragraph.

Q6. Fill in the blanks with appropriate forms of the verbs given in the brackets:

- (a) The sun _____ (rise) at 6:03 this morning.
- (b) I know about that film because I _____ (watch) it twice.
- (c) I'm sure she _____ (pass) the exam.
- (d) Listening is as important as _____ (speak) in a group discussion.
- (e) He joined us 12 years ago and he still _____ (work) for us.
- (f) The equipment _____ (begin) to give trouble before the guarantee expired.
- (g) Look at those black clouds. It _____ (rain).
- (h) She will be excellent as a receptionist as she _____ (possess) good manners.
- (i) I will phone you when she _____ (come) back.
- (j) Everything _____ (change) with time.

Q7. Convert the given sentences into passive voice.

- (a) They say she sang well.
- (b) They say he works arduously.
- (c) We can generate heat for welding in any ways.
- (d) The father explained them the exercise.
- (e) You must take care to attend the classes regularly.

Q8. What do you mean by time management? Discuss its role in presentation.

Q9. Elaborate on various types of barriers in a communication?

SECTION-C

Attempt any two questions.

(2X15= 30)

Q10. Differentiate between:

- (a) General communication and technical communication
- (b) Intrapersonal and interpersonal communication

Q11. Develop the following topic sentence into a complete paragraph-

“ Over the last forty years, computers have developed dramatically.”

Q12. Imagine you are the Managing Director of Modern Equipment Limited., Lucknow and you need the permission from the ministry of Commerce and Industries to set up a new branch in Meerut. Draft a letter to the Secretary of this Ministry explaining the need for this branch and seeking permission.