

Roll
No.

2017031033

B. Tech. Iyr

EVEN SEMESTER

MAJOR EXAMINATION 2017 - 2018

Professional Communication

Time: 3 Hrs.

Max. Marks: 50

Note: Attempt all questions. Each question carries equal marks.

1. Attempt any five parts of the following:

(5 × 2 = 10)

- (a) What is communication? Describe the functions of communication.
- (b) A good writer is not necessarily a good speaker. Explain
- (c) What are seven Cs? Discuss at least two of them.
- (d) What is inductive order of writing a paragraph? How is it different from deductive order? Explain with examples
- (e) What is listening comprehension? Suggest tips to enhance listening skill.
- (f) Do as directed in the brackets:
 - (i) When not yet five, his father began daily batting practice with his son in his courtyard. (Rewrite after removing awkward construction)
 - (ii) My bag containing a mobile phone, two books and three pens were lost yesterday. (rewrite after making corrections, if any)
 - (iii) Strikes are started by a few students which are not interested in his work. (Correct the sentence)
 - (iv) I aimed my gun at the tiger. (Change the sentence into passive voice)
- (g) Give some tips to improve and enhance reading skill.

2. Attempt any two parts of the following:

(2 × 5 = 10)

- (a) What is difference between a thesis and a research paper? Throw light on the essential features of good research paper.
- (b) Prepare on project report on "The future of Animation in Indian Film Industry".
- (c) What is difference between solicited and unsolicited proposal? Write a technical proposal to the head of your organization for renovation of mess in your hostel. Invent the necessary details.

3. Attempt any two parts of the following:

(2 × 5 = 10)

(a)

How personal letters are different from business letters? What elements constitute a letter? Describe

(b)

You wish to purchase a laptop for your personal work. Write a letter of enquiry to the supplier of laptop asking for prices and other terms and conditions for its safe delivery. Invent the required details.

(c)

You have seen an advertisement in a leading newspaper asking young graduates to apply for assistant manager in a reputed multinational company. Mail your C.V. and invent the necessary details.

4. Attempt any two parts of the following:

(2 × 5 = 10)

(a) What is a good speech? Explain its features.

(b) Audience analysis and locales are very important from a presenter's point of view during

(c) What major points should a person bear in mind while appearing for interview? Discuss

speech delivery. Explain

5. Attempt any two parts of the following: (2 × 5 = 10)

(2 × 5 = 10)

(a) What is audio-visual aids? List the essential visual aids for effective presentation.

(b) What do you understand by time management? Discuss its role in effective presentation.

(c) What is body language? Write a note on its advantages and limitations during oral presentation.