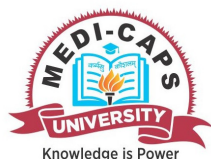


Enrollment No.....



## Faculty of Science

End Sem (Even) Examination May-2022

MA5SE02 Professional Communication

Programme: M.Sc.

Branch/Specialisation: Mathematics

**Duration: 3 Hrs.****Maximum Marks: 60**

Note: All questions are compulsory. Internal choices, if any, are indicated. Answers of Q.1 (MCQs) should be written in full instead of only a, b, c or d.

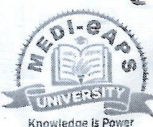
- Q.1 i. What does the "Q" in SQRRR stand for? **1**  
 (a) Question (b) Quality (c) Quail Man (d) Quit
- ii. The competence of an effective communicator can be judged on the basis of: **1**  
 (a) Personality of communication  
 (b) Experience in the field  
 (c) Inter activity with target audience  
 (d) Meeting the needs of target
- iii. The act of presenting someone else's work or idea as own is considered as: **1**  
 (a) Plagiarism (b) Academic dishonesty  
 (c) Wrongful dishonesty (d) All of these
- iv. Research is \_\_\_\_\_. **1**  
 (a) Searching again and again  
 (b) Finding solution to any problem  
 (c) Working in a scientific way to search for truth of any problem  
 (d) None of these
- v. Thesis is also known as: **1**  
 (a) Research report (b) Monograph  
 (c) Dissertation (d) Book
- vi. An abstract contains: **1**  
 (a) A brief summary of research problems  
 (b) A brief summary of the findings of the report  
 (c) A brief analysis of data  
 (d) A brief interpretation of data
- vii. Reading out a presentation is: **1**  
 (a) Not allowed (b) Allowed  
 (c) Helpful (d) Dull

- viii. Visual involves the audience: **1**  
 (a) Motivate (b) Attention  
 (c) Reinforce idea (d) All of these
- ix. What word does not describe a report? **1**  
 (a) Objective (b) Factual (c) Orderly (d) Persuasive
- x. If you wanted to find out why sales are down at your company, what type of report would you write? **1**  
 (a) An informative report (b) A problem-solving report  
 (c) An evaluation study (d) A proposal

- Q.2 i. Describe the various ways through which reading can be done. **4**  
 ii. Write a note on SQRRR system of study. **6**  
 OR iii. How to build a good relationship in a professional world? **6**
- Q.3 i. What are the differences between proof-reading and editing? **4**  
 ii. What is the importance of developing writing skills for the professionals? **6**  
 OR iii. How to prepare a PowerPoint presentation step by step? **6**
- Q.4 i. What is paraphrasing in a research paper? **4**  
 ii. What are the important points to be kept in mind in writing a synopsis for research? **6**  
 OR iii. What care must be taken in designing chapterization in research? **6**
- Q.5 i. Write a short note on importance of Audio-visual aids in oral presentation. **4**  
 ii. What factors would you bear in mind while giving an oral presentation before a large group? **6**  
 OR iii. 'Interview is one of the most important steps in the staff selection procedure.' Justify. **6**
- Q.6 i. What is a report? Discuss its significance. **4**  
 ii. How do you write a research paper using both primary and secondary data and information? **6**  
 OR iii. Discuss the elements of letter text form of report. **6**

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## Scheme of Marking

|  |   |                        |
|--|---|------------------------|
| <p style="text-align: center;">*****</p>  <p style="text-align: center;">Knowledge Is Power</p> | Faculty of Science<br>End Sem (Even) Examination May-2022<br>PH5SE03 + MA5SE02 Professional Communication |                        |
|  | Programme: M.Sc.  | Branch/Specialisation: |

Note: The Paper Setter should provide the answer wise splitting of the marks in the scheme below.

|     |       |   |   |
|-----|-------|---|---|
| Q.1 | i)    | Question  | 1 |
|     | ii)   | Meeting the needs of target   | 1 |
|     | iii)  | All of the above-mentioned options  | 1 |
|     | iv)   | Working in a scientific way to search for truth of any problem  | 1 |
|     | v)    | Dissertation  | 1 |
|     | vi)   | A brief summary of the findings of the report   | 1 |
|     | vii)  | not allowed   | 1 |
|     | viii) | all of the above options  | 1 |
|     | ix)   | persuasive  | 1 |
|     | x)    | a problem-solving report  | 1 |
| Q.2 | i.    | SQ3R technique, skimming, scanning, Extensive reading, Intensive reading  | 4 |
|     | ii.   | S-Survey ,Q-Question ,R-Read , R-Recite/Recall ,R-Review  | 6 |
| OR  | iii.  | How to build relationships in the Professional World<br>1. Understand your strengths and weaknesses.<br>2. Schedule time to develop relationships.<br>3. Ask questions and listen.<br>4. Offer assistance.<br>5. Know when to ask for assistance.<br>6. Appreciate each employee's role.<br>7. Keep your commitments.<br>8. Be present. | 6 |

|     |      |   |   |
|-----|------|---|---|
| Q.3 | i.   | A proof-reader will look for misspellings, incorrect/missed punctuation, inconsistencies (textual and numerical), etc. Editing, on the other hand, corrects issues at the core of writing like sentence construction and language clarity. A thorough editing will help improve the readability, clarity, and tone of the text.           | 4 |
|     | ii.  | Importance of developing writing skills<br>(a)Being Professional<br>(b)Proving your ability at the workplace<br>(c)Boosting professional confidence   | 6 |
| OR  | iii. | How to Make a PowerPoint Presentation (Step-by-Step)<br>1. Start a blank presentation.<br>2. Type text into your title slide.<br>3. Insert more slides.<br>4. Add content to slides.<br>5. Change the design.<br>6. Add animations & transitions (optional)<br>7. Save your PowerPoint presentation.<br>8. Print your presentation.       | 6 |
| Q.4 | i.   | (a)Read the original text until you grasp its meaning; then set it aside.<br>(b)Using your memory, write down the main points or concepts...<br>(c)When reading a passage, try first to understand it as a whole, rather than pausing to write down specific ideas or phrases.<br>(d)Be selective.  | 4 |
|     | ii.  | A synopsis should be constructed in a manner that facilitates the supervisory committee to assess the originality of the idea, background information, methodology, outcome and feasibility of the research project. It should be structured in the manner explained hereinafter.   | 6 |
| OR  | iii. | 1. Step 1: Consider your aims and approach. ...<br>2. Step 2: Choose a type of research design. ...<br>3. Step 3: Identify your population and sampling method. ...<br>4. Step 4: Choose your data collection methods. ...<br>5. Step 5: Plan your data collection procedures. ...<br>6. Step 6: Decide on your data analysis strategies. | 6 |



|     |      |   |   |
|-----|------|---|---|
| Q.5 | i.   | <p>* Voice, speech and body language:<br/>           *Watch your language!<br/>           *Use your voice to communicate clearly<br/>           *Use your body to communicate, too!<br/>           *Interact with the audience</p>  | 4 |
|     | ii.  | <p>Presentations encourage broader dissemination of your work and highlight work that may not receive attention in written form.</p> <ul style="list-style-type: none"> <li>• Talk to the Audience. ...</li> <li>• Less is More. ...</li> <li>• Only Talk When You Have Something to Say. ...</li> <li>• Make the Take-Home Message Persistent. ...</li> <li>• Be Logical.</li> </ul>   | 6 |
| OR  | iii. | <p>(iii)How to Improve my Communication Skills for an Interview</p> <ul style="list-style-type: none"> <li>• Eye Contact and Expressions. When communicating, your eyes act as an indicator of how you feel. ...</li> <li>• Talk Slowly. ...</li> <li>• Listen. ...</li> <li>• Speak with Confidence. ...</li> <li>• Choose your Words. ...</li> <li>• Don't Talk Too Much. ...</li> <li>• Consider Questions and Answer Carefully. ...</li> <li>• Ask Them Questions.</li> </ul> | 6 |
|     |      |   |   |
|     |      |   |   |
| Q.6 | i.   | <p>Reports help the top line in decision making. A rule and balanced report also help in problem solving. Reports communicate the planning, policies and other matters regarding an organization to the masses. News reports play the role of ombudsman and levy checks and balances on the establishment.</p>  | 4 |
|     | ii.  | <p>Most research uses both primary and secondary sources. They complement each other to help you build a convincing argument. Primary sources are more credible as evidence, but secondary sources show how your work relates to existing research.</p>   | 6 |
| OR  | iii. | Front Matter  | 6 |

|  |  |  |  |
|--|--|--|--|
|  |  | <ul style="list-style-type: none"> <li>• Title page</li> <li>• Terms of reference, including scope of report</li> <li>• Contents</li> <li>• List of tables and diagrams</li> <li>• Acknowledgements, i.e. thanks to those who helped with the report</li> <li>• Summary, i.e. key points of the report</li> </ul> <p>Main part</p> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Methodology</li> <li>• Findings/results</li> <li>• Discussion</li> </ul> |  |
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