Indian Institute of Information Technology Ranchi

Department of Humanities/Management/Social Sciences

B.Tech End Semester Examination – Autumn Semester 2022-23

Semester: 1st

Course Code: HS1001

Course Instructor: DR. SHAHID SHADAB HASSAN

Course Name: PROFESSIONAL COMMUNICATION

QUESTION PAPER

Duration: 3 hrs.

Max Marks: 100

Instructions:
(1) Please read the questions carefully and answer each component of the question.
(2) Number in [ ] indicates marks.
(3) Please read the questions carefully before attempting them and think before you write.

NOTE: Plagiarism from peers will attract a score zero.

Answer **ANY 5** questions.

1	Write a **LETTER** to the Deputy Registrar of your institute requesting him to extend the timings of the library from 6pm to 12am. Evaluation Criteria: Components of the ~~email~~ letter – 5 marks Organization of the content – 10 marks Language and grammar – 5 marks	[20]
2	What is communication? Explain the communication process and its essential components using a suitable diagram.	[20]
3	Elucidate the 7C's of communication using suitable examples.	[20]
4	Write notes on: a) Non-Verbal communication b) Feedback	[20]
5	a) What is a notice? What are the key pieces of information that should be included in a notice? (10) b) What are minutes of a meeting? What are the essential components which should be included while drafting the minutes? (10)	[20]
6	What is a presentation? What are the key things that should be kept in mind while delivering a presentation? Also, imagine you were to make a power point presentation on the topic 'Non-verbal Communication'. Draft the contents of 5 slides (EXCLUDING THE TITLE AND 'Thank You' SLIDE) in a rectangular box portraying a slide. Note: Don't waste your time in decorating the slides. You will be marked ONLY on the content of the slide.	[20]