

**592**

**B.Tech. Examination, 2014**  
**Second Semester**

**(All Branches)**

**Paper : V**

**PROFESSIONAL COMMUNICATION II**

***Time Allowed : Three Hours***

***Maximum Marks : 50***

**Note :** Attempt all questions.

**Q. 1.** Attempt any two of the following :  **$5 \times 2 = 10$**

- (a) What do you understand by the levels of communication ? Discuss its importance, advantages and limitations

**P.T.O.**

(2)

- (b) Write a detailed note on the importance of technical communication citing examples from day to day life.

- (c) Discuss language as a tool of communication.

What are the main barriers in effective communication ?

Q. 2. Attempt any two of the following :

$5 \times 2 = 10$

- (a) What is the general method of writing a report ? Write a detailed note on the different types of report.

**(3)**

(b) Discuss the concept of Mass Communication  
and the flow of communication.

(b) Specify the structure of technical proposal  
regarding its structure. Illustrate with a brief  
format.

**Q. 3.** Attempt any two of the following :  **$5 \times 2 = 10$**

(a) Shri Jairam Bhandari sends a letter to a firm,  
asking for their catalogue. The firm reply that  
the catalogues are being reprinted, and that  
they will send one as soon as possible. Write  
these two letters.

**P.T.O.**

**(4)**

**(b) What is a claim letter? Write a letter to a**

**railway company, complaining that your**

**furniture has been damaged in transit, and**

**claiming damages.**

**(c) A well established private limited**

**company dealing with software technology**

**requires applicants for the post of software**

**engineer. Prepare a resume with covering**

**letter mentioning necessary details about**

**yourself.**

**(5)**

**Q. 4.** Attempt any two of the following : **5×2=10**

**(a) Write a D.O. letter to G.M. of the organisation**

**for improving standards of productivity in the**

**organisation in the capacity of Chief Personal**

**Manager, BIS, New Delhi.**

**(b). Write a detailed note on business letters.**

**Write a letter to the manager of a factory,**

**asking permission for a party to visit the**

**factory.**

**(6)**

(c) Describe the significance of body language

in presentation. Discuss the role and

importance of audience and locale in

presentation.

**Q. 5. Attempt any two of the following :       $5 \times 2 = 10$**

(a) "Linguistics in science and literature is an

art". Discuss.

(b) What do you understand by voice dynamics ?

Write a detailed note on the features and

nuances of voice dynamics.

**(7)**

Z(c) Explain the significance of audio-visual aids  
in presentation.

Anirudh  
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**5267**

**B.Tech. Examination, 2013**

**Second Semester**

**(All Branches)**

**Paper : V**

**PROFESSIONAL COMMUNICATION II**

*Time Allowed : Three Hours*

*Maximum Marks : 50*

**Note :** Attempt all questions.

**Q. 1. Attempt any two of the following :               $5 \times 2 = 10$**

**(a) Explain the distinction between general and**

**technical communication with the help of**

**examples from the day-to-day life.**

(2)

(b) "Language is undoubtedly a means of

communication among human being. It

consists primarily of vocal sounds. It is

articulatory, systematic, symbolic and

arbitrary." Discuss.

(c) What are the various channels (flow) of

communication ? Write detailed notes on the

importance, advantages and limitations of any

two of them.

(7)

Q. 5. Attempt any two of the following :  $5 \times 2 = 10$

(a) Describe the general method of writing project

report, thesis and dissertations.

(b) What are para-linguistic features of voice

dynamics ? Distinguish Voice Modulation from

Tone-Modulation apropos their uses in speech-

delivery.

(c) Comment on any two of the following :

(i) "The purity of scientific language is not

the same as the purity of literary

language".

**(8)**

(ii) "Technical writing is professional writing".

(iii) "Time dimension in presentation".

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**4010**

**B. Tech. Examination, 2011**  
**(All Branch)**  
**(Second Semester)**

**Paper - I**

**PROFESSIONAL COMMUNICATION - II**

**Time Allowed : Three Hours**

**Maximum Marks : 50**

**Note :** Attempt all questions.

**Q. 1. Attempt any two of the following : 10**

**(a) Focus on the significance and importance**

**of technical communication for**

**professionals.**

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**4010**

**B. Tech. Examination, 2011**  
**(All Branch)**

**(Second Semester)**

**Paper - I**

**PROFESSIONAL COMMUNICATION - II**

***Time Allowed : Three Hours***

***Maximum Marks : 50***

**Note :** Attempt all questions.

**Q. 1. Attempt any two of the following : 10**

**(a) Focus on the significance and importance**

**of technical communication for**

**professionals.**

**4010**

**R.T.O.**

**(2)**

- (b) Write a technical proposal to the head of an academic institution for building an auditorium in the campus. Invent necessary detail along with cost estimate.

- (c) Pin-point features of style of presentation which are essential to make it impressive.

How a person can enhance his presentative skills?

**Q. 2.** Attempt any two of the following:

**10**

- (a) What is the role of kinesics in oral communication? Specify clearly.

**(3)**

a) (b) 'Objectivity is one of the basic features of

Technical Communication'. Explain with examples.

(c) "One today is better than two tomorrow."

Using the sentence as your topic sentence,

write a paragraph using the deductive

method.

Q. 3. Attempt any two of the following :

**10**

(a) What is report? Illustrate the essential elements of its structure and style.

**(4)**

**(b) Draft an order letter in the capacity of a**

**manager of a Ltd. Company for 100 HCL**

**PCs. Invent details.**

**(c) Make a claim for 50 PCs received in a**

**damaged condition. Invent details.**

**Q. 4. Attempt any two of the following :**

**10**

**(a) (i) Describe the basic letter formats :**

**Block, Modified block, Semi-block and**

**Simplified.**

**(5)**

**(ii) Write in brief the features and methods  
of dissertation and thesis writing.**

**(b) (i) What is role of articulation and voice**

**modulation in verbal communication ?**

**(ii) What is topic sentence in a technical**

**writing ?**

**(c) (i) What is difference between solicited**

**and unsolicited proposal ?**

**(ii) Describe in brief different methods of**

**paragraph writing.**

(6)

Q. 5. Attempt any two of the following :

10

(a) Describe contradictory views expressed by

the scientists concerning the pollutants

hazardous to health in the essay, 'Science

and Survival'.

(b) Do you agree with the basic proposition

that 'man is a part of nature' ? Present your

idea keeping in view the essay 'Man and

Nature' by J. Bronowski.

**(7)**

**(c) What is the key idea of the essay**

**'The Scientist and the Poet' by D.C. King-**

**Hele ?**

[REDACTED]

H

6 - PC

(15)

3 - Chem

1 P.C.P

Math  
Measures

5010

(13)

## B. Tech. Examination, 2010

(All Branch)

(Second Semester)

Paper I

### PROFESSIONAL COMMUNICATION II

Time : Three Hours ]

[ Maximum Marks : 50

28

Note :- Attempt all questions.

1. Attempt any two of the following : 10

(a) What are the distinguishing features of technical communication? How is it distinguished from general communication?

(b) Point out the devices for developing a paragraph. Mention the differences between inductive and deductive order.

(c) What are the fundamental principles of an effective business principles of an effective business letter? Describe in brief the three basic letter formats.

3

3

[ P. T. O.

2. Attempt any two of the following :

10

(a) What is paralinguistics? Emphasize the role of articulation and voice modulation in verbal communication.

(b)  Draft a letter of quotation as a sales manager of Computronics India Ltd. Delhi. First quote the price and later draft adjustment against a genuine claim of leaders at Lucknow. Invent details. (2)

(c)  Write a D. O. letter to G. M. of the organisation for improving productivity in the organisation in the capacity of M. D. of a corporate organisation.

3. Attempt any two of the following :

10

(a)  What is technical proposal? What are its constituent parts? Illustrate. (3)

(b)  What is difference between abstract and summary? (2)

(c) Write a report on the academic atmosphere and infrastructure at Institute of Information Technology, Meerut.

4. Attempt any two of the following :

10

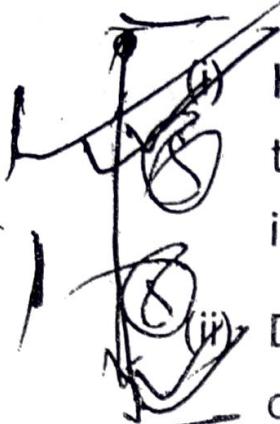
(a) Write short note on the following :

(i) Scientific writing.

(3)

(ii) Technical article.

(b) Attempt the following :

 How can nuancer of voice dynamic help the speaker to make his oral presentation impressive?

 Describe the role of proxemics and chronemics in effective presentation.

(c) Attempt the following :

(i) What is topic sentence in technical writing?

(ii) What is Kinesics?

5. Attempt any two of the following :

10

 (a) How could both progress of science and survival be achieved without harming any objectives of human civilization? Discuss in light of Barry Commoner's approach in his essay.

[ P. T. O.]

(b) What is wrong, according to J. Bronowski, if man "wants to feel that he was cast from birth in a supernatural mould, larger than life, or at least larger than nature." Discuss the views of the writer in his essay.

(c) What are the main causes of population explosion according to Robert Arvill in his essay 'Population Explosion'?