

SHRI MATA VAISHNO DEVI UNIVERSITY, KATRA  
Minor I

Entry No:

--	--	--	--	--	--	--	--

Total number of pages: [1]

Total number of questions: 3

BTech || Semester I

Course Title: Professional Communication

Date: 1<sup>st</sup> September, 2018

Subject Code: LNL 1141

Time: 3.30-5.00 Hrs

Time allowed: 1.30 hrs

Max Marks: 10

**Important Instructions:**

- The candidate is required to attempt all the questions from Q.1, 1 from Q. 2, and 1 from Q. 3. The Question 1, 2, 3 carry 3, 3, and 6 marks respectively.
- For very short answer type, short answer type, and long answer type, the candidate need to write in 35, 100, and 500 words respectively.
- All questions are compulsory; however, there is internal choice.

**PART I**

Ques. 1. Very Short answer type questions:

(1\*3=3)

1.	How "completeness" of a message is important to make a communication effective.	CO 1
2.	What is the significance of "feedback" in the process of Communication.	CO 2
3.	What do you call when there is communication between humans and non-humans?	CO 4

**PART II**

Ques. 2: Short answer type questions.

(3\*1=3)

1.	Discuss five levels of Communication.  OR What is Communication. Explain it with the help of diagram.	CO6
----	--	-----

**PART III**

Ques. 3: Long answer type questions.

(1\*6=6) ↗

1.	Explain all the Barriers to communication. Explain it with the help of suitable example.	CO 1
----	--	------

**COURSE OUTCOMES**

Upon successful completion of this course, students will be able to:

1. Have an advance knowledge about communication skills, their evolving nature and how to use them effectively.
2. Use knowledge of technology and can use it to communicate effectively in various settings and contexts.
3. Communicate appropriately and effectively within various organizations, also with global audience in a constantly changing technological ambience and demonstrate the ability to analyze a problem and devise a solution.
4. Employ skills that are necessary for career development and also to demonstrate an ability to work with a variety of personality types.
5. Deliver effectively formal and informal oral presentations to a variety of audiences in multiple contexts.
6. Contribute ethically, responsibly, and effectively as local, national, international, and global citizen and leader.

**SHRI MATA VAISHNO DEVI UNIVERSITY, KATRA**  
**Minor I**

Entry No:

1	8	B	E	C	O	6	C
---	---	---	---	---	---	---	---

Total number of page:  
Total number of question.

**BTech || Semester I**

Course Title: Professional Communication

Date: 16<sup>th</sup> October, 2018

Subject Code: LNL 1141

Time: 3.30-5.00 Hrs

Time allowed: 1.30 hrs

Max Marks: 30

**Important Instructions:**

- The candidate is required to attempt questions as per the instructions. The Question 1, 2, 3 carry 5, 10, and 15 marks respectively.
- For very short answer type, short answer type, and long answer type, the candidate need to write in 40, 150, and 500 words respectively.
- All questions are compulsory.

**PART I**

Ques.1. Very Short answer type questions:

(1\*5=5)

1.	Differentiate between Alliteration and Assonance with the help of an example.	CO 1
2.	What is the difference between formal and informal letter.	CO 1
3.	What is 'bounce' in an email?	CO 2
4.	Differentiate between cc and bcc.	CO2
5.	Name the 7 Cs of Communication.	CO4

**PART II**

Ques. 2: Short answer type questions.

(2\*5=10)

1.	Write the difference between CV and Resume.	CO4
2.	You are Rakesh Sharma with email id rakesh.sharma@gmail.com. Send an email to all the participants inviting them for Titiksha 2018, mentioning the programme details in the mail. Also, send bcc to the concerned Head of the School.	CO2

**PART III**

Ques. 3: Long answer type questions.

(1\*15=15)

1.	Draft your Resume along with a cover letter for the post of Junior Engineer at SMVD University.	CO3
----	---	-----

**COURSE OUTCOMES**

Upon successful completion of this course, students will be able to:

1. Have an advance knowledge about communication skills, their evolving nature and how to use them effectively.
2. Use knowledge of technology and can use it to communicate effectively in various settings and contexts.
3. Communicate appropriately and effectively within various organizations, also with global audience in a constantly changing technological ambience and demonstrate the ability to analyze a problem and devise a solution.
4. Employ skills that are necessary for career development and also to demonstrate an ability to work with a variety of personality types.
5. Deliver effectively formal and informal oral presentations to a variety of audiences in multiple contexts.
6. Contribute ethically, responsibly, and effectively as local, national, international, and global citizen and leader.

**SHRI MATA VAISHNO DEVI UNIVERSITY, KATRA**  
**Minor (Even Semester) – 2019-20**

Entry No: 

1	9	B	C	E	0	3	1	
---	---	---	---	---	---	---	---	--

 Total number of pages:[1]  
Total number of questions: 2

**B. Tech || Semester I**  
**Professional Communication**

Subject Code: LNL1411; Date & Time: 29.09.2019; 15.30-17.00 PM

Time allowed: 01.30 Hr

Max Marks: 30

**Important Instructions:**

- The candidate is required to attempt all the questions. However, there is an internal choice.
- There is no bonus mark for exceeding the word limit.

**PART I**

**Ques.1. Short answer type questions:** (4\*5=20)

1.	What is Communication? Explain with the help of Communication cycle.	CO 1
2.	Discuss briefly various levels of communication.	CO 1
3.	Differentiate between General and Technical Communication.	CO 3
4.	Discuss in detail the flow of Communication.	CO 4
5.	What are the various barriers to communication? Discuss.	CO5

**PART II**

**Ques. 2: Short answer type questions.** (1\*10=10)

1.	Write the Agendas, Notice and Minutes of a meeting to be organized by the Cultural Secretary of your respective University regarding the conduct Youth Festival in December 2019.	CO 2
2.	What is an email? You are Rakesh Sharma with email id rakesh.sharma@gmail.com. Send an email to all the participants inviting them for Titiksha 2019, mentioning the programme details in the mail. Also, send bcc to the concerned Head of the School.	CO2

**COURSE OUTCOMES**

Upon successful completion of this course, students will be able to:

1. Have an advance knowledge about communication skills, their evolving nature and how to use them effectively.
2. Use knowledge of technology and can use it to communicate effectively in various settings and contexts.
3. Communicate appropriately and effectively within various organizations, also with global audience in a constantly changing technological ambience and demonstrate the ability to analyze a problem and devise a solution.
4. Employ skills that are necessary for career development and also to demonstrate an ability to work with a variety of personality types.
5. Deliver effectively formal and informal oral presentations to a variety of audiences in multiple contexts.
6. Contribute ethically, responsibly, and effectively as local, national, international, and global citizen and leader.

**SHRI MATA VAISHNO DEVI UNIVERSITY, KATRA**  
**Major (Odd Semester) – 2019-20**

Entry No:

1 9 B C E 0 3 1

Total number of pages: [1]  
 Total number of questions: 2

B. Tech || Semester I

**Professional Communication**

Subject Code: LNL1411

Date & Time: 09.12.2019; 2.00-5.00 PM

Time allowed: 03.00 Hr

Max Marks: 50

Important Instructions:

- The candidate is required to attempt all the questions. However, there is an internal choice.

**PART 1**

Q.1. Short answer type questions. Attempt any five. Each question carries six marks.  
 $(6 \times 5 = 30)$

1.	Discuss communication cycle.	CO 1
2.	Differentiate between minutes and agendas.	CO 1
3.	Differentiate between CV and Resume.	CO 3
4.	Discuss in detail the flow of communication.	CO 4
5.	Write a short note on Intrapersonal and Interpersonal communication.	CO 5
6.	What are the characteristics of technical and general communication?	CO3
7.	What is an email? Discuss the contents of an email.	CO3

**PART II**

Q. 2: Long answer type questions. Attempt any two. Each question carries ten marks.  
 $(2 \times 10 = 20)$

1.	Discuss in detail all the barriers to communication. Give examples.	CO 2
2.	Draft your CV. Also write a cover letter for the same.	CO6
3.	What is report writing? Discuss the structure of report with suitable examples.	CO4

**COURSE OUTCOMES**

Upon successful completion of this course, students will be able to:

- Have an advance knowledge about communication skills, their evolving nature and how to use them effectively.
- Use knowledge of technology and can use it to communicate effectively in various settings and contexts.
- Communicate appropriately and effectively within various organizations, also with global audience in a constantly changing technological ambience and demonstrate the ability to analyze a problem and devise a solution.
- Employ skills that are necessary for career development and also to demonstrate an ability to work with a variety of personality types.
- Deliver effectively formal and informal oral presentations to a variety of audiences in multiple contexts.
- Contribute ethically, responsibly, and effectively as local, national, international, and global citizen and leader.