

following meeting assuming the agenda to be as follows:

7.01 Adoption of the minutes of the last meeting

7.02 Appointment of sales manager

7.03 Proposal for the extension of a storeroom

7.04 Complaints regarding the quality of groceries

- b. Write an essay in about 200 words on "Study Abroad has nothing to do with our Nation's Development". Do you agree? 8

- a. Transform the following sentences as directed. 5

- i. I am as strong as he. (Comparative)
- ii. He confessed his crime. (Complex)
- iii. He said that he was innocent. (simple)
- iv. The lion was not killed although he was wounded. (compound)
- v. Open the door. (polite)

- b. Transform the following sentences according to the variety labels given in the brackets. 5

- i. Susan lives on an apartment building near the hospital. (British English)
- ii. Whose team are you in? (American English)
- iii. Tom's sister visited him with her numerous offspring. (common core)
- iv. Would you please open the door? (familiar)
- v. The concert ended successfully at 6:00 p.m. (formal)

POKHARA UNIVERSITY

Level: Bachelor

Semester – Spring

Year : 2011

Programme: BE

Full Marks: 100

Course: Communication Technique

Pass Marks: 45

Time : 3hrs.

Candidates are required to give their answers in their own words as far as practicable.

The figures in the margin indicate full marks.

Attempt all the questions.

1. Answer the following questions after reading the passage given below. 15

Science affects the average man and woman in two ways. He or she benefits by its application, driving in a motorcar or omnibus instead of a horse – drawn vehicle, being treated for disease by doctor or surgeon rather than a priest or a witch, and being killed with an automatic pistol or a shell in place of a dagger or a battleaxe. It also affects his or her opinions. Almost everyone believes that the earth is round and the heavens nearly as empty, instead of solid. And we are beginning to believe in our animal ancestry and possibility of vast improvements in human nature by biological methods.

But science can do something far bigger for the human mind than the substitution of one set of beliefs for another or the inculcation of scepticism regarding accepted opinions. It can gradually spread among humanity as a whole the point of view that prevails among research workers, and has enabled a few thousand men and a few dozen women to create the science on which modern civilization rests. For if we are to control our own and another's actions as we are learning to control, nature, the scientific point of view must come out of the laboratory and be applied to the events of daily life. It is foolish to think that the outlook which has already revolutionized industry, agriculture, war and medicine will prove useless when applied to the family, the nation, or the human race.

Unfortunately, the realization of this fact is opening the door to innumerable false prophets who are advertising their own pet theories in sociology as scientific. Science is continually telling us through their mouths that we are doomed unless we give up smoking, adopt—or abolish—birth control, and so forth. Now it is not my object to support any scientific theory, but merely the scientific standpoint.

What are the characteristics of that standpoint? In first place, it attempts to be truthful and, therefore, impartial. And it carries impartiality great deal further than does the legal print of view. A good judge will try to be impartial between Mr. John Smith and Mr. Chang Sing. A good scientist will be impartial between Mr. John, a tapeworm, and the solar system. He will leave behind him his natural repulsion of the type-worm, which would lead him to throw it away instead of studying it as carefully as a statue or a symphony, and his awe for the solar system, which led his predecessors either to worship its constituents, or at least to regard them as inscrutable servants of the Almighty, too exalted for human comprehension.

Questions:

- How has science affected our life?
- According to the writer should the scientific point of view remain limited to the researcher? Why?
- What has given rise to the false prophets according to the writer?
- What, according to him, is the scientific standpoint?
- What would a normal human's reaction be towards the tapeworm and solar system?

Answer **any three** questions:

3×5

- Why are surveys necessary? Explain four main reasons clearly.
- Explain in your own words how the successful reduction in hunger and starvation in the world could possibly lead to war and the destruction of fertile land.
- What are the various ways in which a nuclear family may be extended?
- Should the teaching of wisdom be an aim of education? What does the writer think?
- Prepare notes after reading the following passage.

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Communication is essentially social affair. Man has evolved a host of different systems of communication which render his social life possible-social life not in the sense systems of communication is, of course, human speech and language. Human language is not be equated with sign systems of animals, for man is not restricted to calling his young, or suggesting mating, or shouting cries of danger, he can with his remarkable faculties of speech give utterance to almost any thought. Like animals we too have our inborn instinctive cries of alarm, pain etc; we say Oh! Ah! we have smiles, groans, and tears; scurrying up to her, by clucking-communication established by a release mechanism-but human

language is vastly more than complicated system of clucking.

Speech and writing are by no means our only system of communication. Social intercourse is greatly strengthened by habits of gesture-little movements of the hand and other gesture we can convey most subtle understanding. Also, we have economic systems for trafficking not in ideas but in material goods and services; the tokens communication are coins, bonds, letters of credit, and so on. We have conventions dress, rules of the road, social formalities, business, institutions, and families. But life in the modern world is coming to depend more and more upon "technical" means communication, telephone and telegraph; radio and printing. Without such technical aids the modern city-state could not exist on week, for it is only by means of them that trade and business can proceed; that goods and services can be distributed where needed; that railway can run on a schedule; that law and order are maintained; that education is possible. Communication renders true social life practicable for communication means organization. Communications have enabled the social unit grow from the village to the town, to the modern city-state, until today we see organized systems of mutual dependence grow to cover whole hemisphere Communication engineers have altered the size and shape of the world.

- Prepare a technical talk on 'Impact of Satellite Communication'. 8
- Green Valley Engineering College has decided to replace the furniture in the college meeting room and the auditorium hall. As the office manager, write a memo to the purchasing officer to identify the items of furniture to be replaced, identify the suppliers with quotations. Mark a copy of this memo to the finance manager. 8
- Global Youth Forum has purchased a product that has malfunctioned, received poor service from the sales person, failed to have a warranty honoured. Write a complaint letter to solve these problems. Invent all necessary details you need. 7
- Prepare a proposal to be submitted to the 'Department of Road', Western Development Region to construct a 'Ring Road' around Pokhara city. (Include subheadings like – Introduction, Problems, Objectives, Methodology, Budget, output etc.) 15
- Imagine that you have been appointed the reporting secretary for the seventh meeting of the Executive Committee of the Manang Departmental Store held on Feb. 2, 2006. Write the minutes of the 7