

Roll No.:.....

National Institute of Technology, Delhi

Name of the Examination: B. Tech.

End Semester Examination (Autumn, 2019)

Branch : EC & EEE Semester : Ist
Title of the Course : Professional Communication Course Code : HMB- 100

Time: 3 Hours

Maximum Marks: 50

Note : Attempt all questions.

1) *Section A: Attempt the following in not more than 50 words. Give example wherever necessary.*

(10 Marks)

- i) How are acronyms different from abbreviations? Give examples of each.
- ii) How can you make your writing non-discriminatory and gender-free?
- iii) What is redundancy and circumlocution in writing?
- iv) What's the difference between hearing and listening? Give examples of apt situations.
- v) How is an index different from table of contents?
- vi) What is frontispiece in a Technical Report?
- vii) What are the different formats of writing a technical report? Describe them briefly with the help of examples.
- viii) What function does a glossary fulfill in a Technical Report?
- ix) Write the word 'Progress', with stress on it as a noun and then as a verb.
- x) What is information overload in a communication cycle? How does it impact the communication cycle?

2) *Section B: Write short notes in not more than 100-150 words. Attempt any four.*

(5 Marks Each)

- i) Importance of Feedback in communication cycle.
- ii) What are the different types of resume?
- iii) Describe the SQ3R reading technique.
- iv) Describe an unsolicited job application.
- v) Describe Schematic/Mapping Technique of note-making.

3) *Section C. Attempt any two.*

(10 Marks Each)

- i) Assuming yourself to be a seller of electronic products, write a sales letter to Amazon.Com, Inc, requesting them to enlist your electronic products on their website. Describe your products, offers, discounts, customer services etc you will provide to your customers.
- ii) Using the correct format, write a Memo from a Senior Manager of DLF firm to Junior Engineer requesting information of a new building under construction.
Further write a reply from the Junior Engineer providing all the updated information and current status of the building under construction.
- iii) The following paragraph contains multiple errors with regard to Indianisms, collocation etc. Read the following paragraph and rewrite it using correct, Standard English.

Susan B. Anthony is one of many woman who fought to get women the right to vote in the 1800s. What women take for granted today was an act of civil disobedience in 1872 – Anthony voted in the presidential election and was promptly arrested. She was asked to appear before a committee in houston, a southern state in United states of America. As she walked up the stairs leading to committee Hall, she said to the woman next to her “*I’m getting a headache*”. The aroma of powerful coffee filled up her nostril. On entering the Hall, she faced the Chairman, governor Sally Renfro of the committee with bold courage. After she was indicted she gave a famous speech calling for women to be given the right to vote. Instead, she was given a fin of \$100. Determined to make her point that she had done nothing wrong, she refuse to pay it. Anthony never was able to legally vote. When she died in 1906, it would still be fourteen more years before the 19rd Amendment to the Constitution granted women suffrage. In 1979, image of Susan B. Anthony was featured on the Susan B. Anthony one-dollar coin.

All these events happened before world war –second and I saw all these events happening with my own two eyes.