

(Following Paper ID and Roll No. to be filled in your Answer Books)

Paper ID : 150615

Roll No.

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B.PHARM.

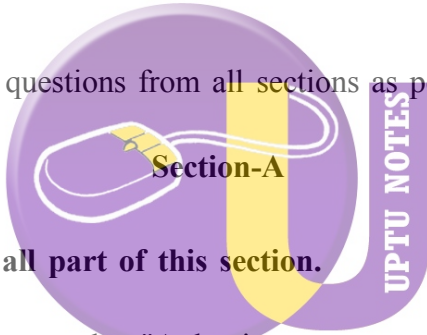
Theory Examination (Semester-VI) 2015-16

PROFESSIONAL COMMUNICATION

Time : 3 Hours

Max. Marks : 100

Note: Attempt questions from all sections as per directions.



1. Attempt all part of this section. (2×10 = 20)

- (a) Discuss why "A business proposal is gateway to business".
- (b) Give the important points for designing curriculum vitae?
- (c) What do you understand by the term KINESIS?
- (d) Explain any two time management simulation exercises.
- (e) Define proposal? What are the kinds of proposal?

- (f) "Time is precious than money" Comment.
- (g) Define the term PROXEMICS.
- (h) "Extempore means Impromptu speech or not".
Comment
- (i) How Exit interview is beneficial for an organization.
- (j) What is Interpersonal barrier to communication?

A circular logo with a purple background and a yellow vertical bar. The text "Section-B" is written in white at the top. Below it, the text "UPTUNOTES" is written vertically in white. There is also a white graphic element resembling a stylized 'U' or a path.

Section-B

2. **Attempt any five parts from this section.** (10×5 = 50)

- (a) Write a covering letter for any document to be submitted to any office (write the necessary details yourself).
- (b) What is Communication? Explain the various types of barriers to the Communication.
- (c) What do you mean by the term team? How the team work is beneficial for an organization? Prove the statement "Together every one achieve more".
- (d) What is candidate supposed to do before an interview and during the interview?

(2)

- (e) Write various Etiquettes that an organization needs from fresher.
- (f) What is corporate behavior? Write the various elements of corporate behavior?
- (g) "A leader is effective only if the style used to influence and alter the situation is appropriate". Comment.
- (h) Write the various types of interviews.

Section-C

3. Attempt any two questions from this section

(15×2 = 30)

- (a) Who is leader? What is leadership? What are various leadership skills to be possessed by good leader? Write a difference between Leader and Manager.
- (b) What is Interview? Write the various stages of interview. What are the various reasons of failure in Interview? Write some frequently asked questions in interview.
- (c) What is Group Discussion? Write various personality traits the GD is trying to gauge from candidate? Explain Do's and Dont's of group discussions?

