

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

Paper ID : 150617

Roll No.

## B. PHARMA

Theory Examination (Semester-VI) 2015-16

### PROFESSIONAL COMMUNICATION -II

Time : 3 Hours

Max. Marks : 100

1. Attempt any four parts of the following: (5×4 = 20)

- (A) What do you understand by communication barrier? Explain two types of communication barriers in your own words.
- (B) Write a cover letter for a job application you wish to submit in response to an advertisement in a national news paper. Invent necessary details.
- (C) Write a short note on the basic principles of professional communications.
- (D) Provide a lay out plan for a technical report.
- (E) Write about the components of model interview.

2. **Attempt any two parts of the following** (10×2=20)

(A) Write short notes on

(i) Audio & Video conferencing.

(ii) Seminars & meetings.

(B) Write a short report about the ignorance of the employees of an organization regarding the working for long hours before a computer and related health problems.

(C) What are group discussions? Why group discussions are considered as an important part of selection procedure for a job?

3. **Attempt any four parts of the following:** (4×5=20)

(A) What do you understand by the term "BSC" in reference to Team work?

(B) Write some tips for a better interview.

(C) Write a note on dynamics of leadership quality.

(D) Write about the components of model interview.

(E) Write a note on Time management.

4. **Attempt any four parts of the following:** (4×5=20)

- (A) Briefly discuss about corporate behavior.
- (B) Write a note over effective time management skills.
- (C) Give a brief introduction about yourself as you would like to do in an interview.
- (D) Give an account of a job interview in the form of a dialogue.
- (E) Write a note on Business letters.

5. **Attempt any two parts of the following:** (10×2=20)

- (A) As a sports Secretary of your institute, write a document to be presented by you, as an annual report orally.
- (B) What is group discussion? Why group discussions are considered as an important part of selection procedure for a job?
- (C) Write notes on:
  - (i) Business letters.
  - (ii) Importance of cover letters
  - (iii) Leadership skills
  - (iv) Extempore