

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

**PAPER ID : 3514**

Roll No.

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**B.Tech.**

(SEM. I) ODD SEMESTER THEORY

EXAMINATION 2013-14

**PROFESSIONAL COMMUNICATION**

*Time : 3 Hours*

*Total Marks : 100*

**Note :- Attempt all questions.**

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

- (a) What are the characteristic features of language ? How is it essential tool of communication ?
- (b) Enumerate different barriers to communication. Describe Intra-personal barriers briefly.
- (c) What is the difference between methods of writing précis and that of comprehension ? Illustrate.
- (d) What is technical report ? What is its use for engineers ?
- (e) Discuss the qualities of a good negotiator. Describe its importance for business administration.
- (f) What is the impact of good listening skills on a successful professional ?

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

(a) Correct any **five** of the following sentences :

- (i) Sitting on the gate a scorpion stung him.
- (ii) Please excuse me being late.
- (iii) The rise and fall of the tide are due to lunar influence.
- (iv) She was taller than either of her five sisters.
- (v) It is quite unique picture.
- (vi) He never has and never will take such strong steps.
- (vii) He not only lost his ticket but also his luggage.
- (viii) The computers are used in many offices.

(b) Give the meaning of following **homophones** and use them in your own words :

- (i) Ascent, Assent
- (ii) Confidant, Confident
- (iii) Eligible, Illegible
- (iv) Site, Sight
- (v) Stationary, Stationery.

(c) Give the meaning of any **five select words** and use them in your own statements :

- (i) Agility
- (ii) Benign
- (iii) Docile
- (iv) Fallacy
- (v) Enigma
- (vi) Instigate
- (vii) Reiterate
- (viii) Rescind.

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

- (a) What are the requisites of good sentence writing ? How could variety in the sentences be introduced ? Describe briefly.
- (b) What is the difference between general communication and technical communication ? Describe features of technical communication briefly.
- (c) What are different divisions of technical proposal ? Draft a technical proposal for establishing computer center in your organization. Invent necessary details.

4. Attempt any **two** parts of the following : (2×10=20)
- (a) What are essential nuances of speech delivery ? Describe some methods of speech delivery by which interest of the listeners could be sustained.
  - (b) What are different barriers to listening skills leading to the breakdown of inter-personal communication ? Describe briefly.
  - (c) What is the role of body language in presentation strategies ? Describe its various factors briefly.
5. Attempt any **two** parts of the following : (2×10=20)
- (a) What are scientific approaches to human activity as laid down by Moody E. Prior in his essay ?
  - (b) What is the social function of literature ? How is literature helpful in bringing about social welfare ? Elucidate apropos of Ian Watt.
  - (c) In what manner is the East indebted to the West in terms of social change as envisaged by B. Russell in his essay ?