459

PHARM-365

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

PAPER ID : 150617

Roll No. ☐☐☐☐☐☐☐☐☐☐

B.Pharma.

SPL. THEORY EXAMINATION, 2014-15

PROFESSIONAL COMMUNICATION - II

Time : 3 Hours]   *[Total Marks : 80*

Note: Attempt all questions as per the instructions.

1.   Attempt any FOUR parts of the following :   4x4=16

 (a) What is the difference between abstract and summary in formal report? Explain the structure of report.

 (b) What do you understand by credit letter? Draft a credit letter as an example.

 (c) Define a business proposal. Comment on its importance.

 (d) What do you mean by the 'inside address' in an application? Explain with example.

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(e) What do you understand by adjustment letter? Draft an adjustment letter as an example.

(f) Write a cover letter for a job application you wish to submit in response to an advertisement in a newspaper.

2. Answer any FOUR parts of the following : 4x4=16

(a) What do you mean by productivity?

(b) Define team. Mention its work.

(c) "Leadership is a function". Comment.

(d) What do you understand by BSC?

(e) Discuss any model of 'team building'.

(f) What do you understand by 'time management'? What is its importance?

3. Answer any TWO parts of the following : 8x2=16

(a) Record (write) a Group Discussion on "The Internet has increased crimes all over the globe". (Invent necessary details by yourself).

(b) What are the tips for a successful group discussion?

(c) It is equally important to be a good listener in a group discussion. Comment.

4. Answer any TWO parts of the following : 8x2=16

(a) What do you mean by 'corporate behaviour'?

(b) Do the office etiquettes subjective in nature? Answer in 'yes' with sufficient logic.

(c) What do you understand by 'Corporate expectations'? Discuss with example.

5. Attempt any FOUR parts of the following : 4x4=16

(a) Write any five FAQs (Frequently Asked Questions).

(b) Write a short note on 'Interview Tips'.

(c) Comment on the concept 'Exit Interview'?

(d) What a candidate is supposed to do during the interview ?

(e) Write any model interview of 10 minute-duration (invent necessary details yourself).

(f) What do you mean by interview?

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