

Printed Pages : 3



PHARM365/PHAR365

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

PAPER ID : 150617

Roll No.

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B.Pharm.

(SEM VI) THEORY EXAMINATION, 2014-15
PROFESSIONAL COMMUNICATION-II

Time : 3 Hours]

[Total Marks : 80

Note : Attempt all questions.**1** Attempt **any four** parts of the following: **4×4=16**

- (A) What do we mean by style in writing/ Should we cultivate a style in written technical communication?
- (B) Discuss in brief the guidelines for effective extempore presentation.
- (C) Discuss the various fundamentals of office etiquettes.
- (D) What do you mean by simulation?
- (E) Write a job application letter with resume to the managing director of Kiran Pesticides industrial area- Bhopal 168920 for the post of chemical engineer.

OR

Write a letter to the editor of any newspaper inviting the attention of public to any civic cause.

2 Attempt **any four** parts of the following: **4×4=16**

- (A) What is the difference between reports and proposals?
- (B) Explain corporate behaviour.
- (C) Write a short note on exit interview.
- (D) Which points should we remember while preparing a CV or biodata ?
- (E) In what way time management helps' us?
- (F) What is a team ? how it works.

3 Attempt **any two** parts of the following: **2×8=16**

- (A) What do you understand by proposal writing and define its structure?
- (B) Write a note on the dynamics of leadership quality of successful professional.
- (C) Explain the distinction between General and Technical communication with the help of examples from the day-today life.

4 Attempt **any two** parts of the following: **2×8=16**

- (A) Do you agree that a good team reflects a mature leadership. Support your answer with reasons.
- (B) What are the important time management tips for utilizing the time effectively?
- (C) What is productivity? How employee productivity can be improved ?

5 Attempt **any four** parts of the following: **4×4=16**

- (A) Comment on "emphasizing the important words" in the context of communication.
 - (B) Discuss in brief the important guidelines for getting success in a interview.
 - (C) Comment on the uses of a Report.
 - (D) What is the difference between references and bibliography and glossary and index?
 - (E) What can be the kind of proposals?
 - (F) Organise a script for a group discussion, the topic is "Influence of books upon human mind"
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