

Paper Id: **199107**

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B. TECH.
(SEM I) THEORY EXAMINATION 2019-20
PROFESSIONAL COMMUNICATION

Time: 3 Hours**Total Marks: 70****Note:** Attempt all Sections. If require any missing data; then choose suitably.**SECTION A**

1. **Attempt all questions in brief.** **2 x 7 = 14**
- Throw light on the process of communication diagrammatically.
 - Form words as directed below and use them in statements:
 - Type (adjective)
 - Machine (adjective)
 - High (noun)
 - Free (noun)
 - Give the meaning of the following homophones:
 - Stationery, Stationary
 - Waive, Wave
 - What is topic sentence?
 - What is RFP?
 - List the types of attitude in business letters.
 - Name three pollutants with which man has loaded the atmosphere?

SECTION B

2. **Attempt any three of the following:** **7 x 3 = 21**
- Compare and contrast the downward flow of communication from the upward flow of communication.
 - Correct the following sentences:

i). She comes to school by foot.	iv). The scissors is made of steel.
ii). Gandhi ji taught us to never say a lie.	v). I wish he was here.
iii). Either you or he are right.	vi). You have done a mistake.
	vii). None of the students have failed.
 - What are the purposes and steps of negotiation process?
 - What suggestions would you give to your friend to improve his listening skills?
 - “Man is a part of nature, in the same sense that a stone is, or a cactus, or a camel.”
Comment.

SECTION C

3. **Attempt any one part of the following:** **7 x 1 = 7**
- Discuss the features of technical communication.
 - What are the three main barriers to organizational communication and how would you remove them?
4. **Attempt any one part of the following:** **7 x 1 = 7**
- What are the different methods of paragraph development in technical writing?
 - What are the requisites of effective sentence construction? Discuss with examples.
5. **Attempt any one part of the following:** **7 x 1 = 7**
- Define technical proposal. Draft a proposal for establishing an internet lab in your organization. Invent necessary details.
 - Discuss the principles of business communication.
6. **Attempt any one part of the following:** **7 x 1 = 7**
- What are the paralinguistic features of voice dynamics? Differentiate between syllable and pitch.
 - What is the role of body language in presentation?
7. **Attempt any one part of the following:** **7 x 1 = 7**
- What is the difference between language of literature and that of science as laid down by A. Huxley in his essay?
 - How could philosophy be termed as the mother of the sciences apropos A. J. Bham?