



- (i) Personal inbuilt traits/situations of the individual
- (ii) Deficiencies/shortcomings of other persons
- (iii) Deficiency/shortcoming of one person with other person.
- (e) Limited vocabulary affects which type of communication?
- (i) Interpersonal communication
- (ii) Intrapersonal communication
- (iii) Official communication.
- (f) Fear of superiors is related to which of the following?
- (i) Intrapersonal barriers to communication
- (ii) Organizational barriers to communication
- (iii) Interpersonal barriers to communication.
- (g) Give the antonym of the word Glorious:
- (i) Splendid
- (ii) Elegant
- (iii) Wretched.

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- (h) Give the synonym of the word Shine:
- (i) Sparkling
- (ii) Magnificent
- (iii) Pompous.
- (i) Demi-official letter stands for which of the following?
- (i) Personal letter
- (ii) Letter of attorney
- (iii) Semi-official letter.
- (j) Paralinguistic features stands for which of the following?
- (i) Paramilitary forces
- (ii) Metalinguistic features
- (iii) Non-verbal vocal signals/signs.

### Part-B

Write True/False against each of the following.

Attempt *all*:

1×10=10

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- (i) The essay 'The Mother of the Sciences' is written by Aldous Huxley.
- (ii) The essay Science and Survival is written by J. Bronowski.
- (iii) Kinesics is study of body language.
- (iv) Proxemics is related to the study of space-distancing of the speaker with audience.
- (v) Dissertation is the thesis writing on a given topic.
- (vi) Report is an official communication and not a complaint.
- (vii) Claim letter is a business letter for personal promotion.
- (viii) Letter of Enquiry is considered as a profile-probe in the business world.
- (ix) Letter of Quotation is letter of sayings/statements by great persons.

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- (x) Inductive method of paragraph writing proceeds from particular instances to general observation.

2. The question carries three parts. Attempt any *two* as directed: 10×2=20

**Part-A**

- (i) Give the meaning of following pair of homophones and use them in statements.

Attempt *all*: 1×5=5

- (a) Precedent, President
- (b) Descent, Dissent
- (c) Cereal, Serial
- (d) Counsel, Council
- (e) Site, Cite.

- (ii) Give one word substitutes of the following :

1×5=5

- (a) Belonging to all parts of universe
- (b) Fond of entertaining guests
- (c) Fond of company of others

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- (d) One who knows many languages.
- (e) One who hates women.

### Part-B

Attempt *all* questions : 5×2=10

- (i) What are characteristic features of technical communication ? Why is simplicity more essential than sonorous and figurative style in technical writing ? Elucidate.
- (ii) Define the deductive method of paragraph writing and show its relevance for scientific verification.

### Part-C

Attempt *all* questions : 5×2=10

- (i) What are intrapersonal barriers to communication ? Describe briefly.

- (ii) What are the three basic requirements of a good paragraph ? Specify the devices to bring about coherence in technical paragraph writing.

3. Attempt any *four* questions out of the following :

5×4=20

- (i) What is difference between resumé and C.V. ?  
Draft a resumé for your suitable placement in a professional organization. Invent necessary data.
- (ii) What are features of a technical style ? What care should be observed in construction and length of sentences suitable to technical style ? Pin-point briefly.
- (iii) What is D.O. letter ? Draft a D.O. letter as a Manager (Sales) to the Manager (Production) emphasizing the quality-checks needed for the products. Invent details.

(iv) Define a technical proposal. Discuss its parts (divisions) and draft a brief object-oriented proposal for establishing Digital Language Lab for conferencing in your organization. Invent details.

(v) Draft a letter of Adjustment against reasonable claim of a buyer demanding compensation for 10 computer systems ordered by him. Invent details.

4. Attempt any *two* parts as instructed out of the following:  $10 \times 2 = 20$

#### Part-A

Write short notes on any two of the following :

$5 \times 2 = 10$

(i) Features and importance of kinesics for presentation

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(ii) Intonation and voice-modulation

(iii) Articulation and pronunciation.

#### Part-B

Attempt any *two* questions of the following:  $5 \times 2 = 10$

(i) What is the utility of audience-analysis for effective presentation ?

(ii) What do you mean by pitch in speaking ? How could it lead to rhythmic impact on the audience ? Illustrate briefly.

(iii) What is proxemics ? What is its use in presentation strategies ? Elucidate.

#### Part-C

Attempt *all* of the following questions :  $5 \times 2 = 10$

(i) Discuss the Time-Dimension as part of presentation strategies.

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(ii) What are essential ingredients for making an effective speech/conferencing ? Describe precisely.

(iii) Who is the mother of all sciences ? Describe the views of A. J. Bahm in his essay : The Mother of the Sciences.

5. Attempt any *two* questions out of the following :

10×2=20

(i) Give a critical analysis of the statement of Aldous Huxley that "the purity of scientific language is not the same as the purity of literary language" in his essay entitled The Language of Literature and Science'.

(ii) Why are creations of science quite neutral with reference to their moral and social implications as contrary to humanistic products that cater to emotional responses and value system of human beings ? Give an objective analysis of the views of Moody E. Prior in his essay- The Aims of Science and the Humanities.