

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

PAPER ID : 9613

Roll No.

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B.Tech.

(SEMESTER-II) THEORY EXAMINATION, 2011-12

PROFESSIONAL COMMUNICATION

Time : 3 Hours]

[Total Marks : 100

Note : Attempt **all** questions as indicated.

SECTION – A

1. Answer the following parts in **50 – 75** words : **10 × 2 = 20**
- What is the basic fault in the scientific enterprise ?
 - Give any two reasons why technical communication should be audience – centered.
 - Give any two examples of technical noise.
 - Why is 'defining the problem' the most crucial aspect of a proposal ?
 - Differentiate the homonyms using them in sentences of your own : Rein, Reign.
 - Correct the spelling :
 - Commentry
 - Housefull
 - Mention any two intrapersonal factors that impair listening and therefore communication.
 - Why are visual aids important in Presentations ?
 - Define Brevity.
 - If a Precis is not reproduction of important sentences, what is it ?

SECTION – B

2. Answer any **three** parts in **200 – 300** words. **3 × 10 = 30**
- Explain the dynamics of Bibliography in Research.
 - Write a note on the contents of the main body of a Proposal.
 - What is paralinguistics ? With special reference to any two features, examine how they aid in making presentations effective.
 - How do Science and Humanities differ in their aims and why ? Base your answer against your study of Moody E. Prior's essay, 'The Aims of Science and Humanities'.
 - Write a note on the elements of a Business Letter.

SECTION – C

3. Answer the following questions in **300 – 500** words : **5 × 10 = 50**
Comment on the role of (a) Clarity (b) Conciseness (c) Correctness and (d) Completeness in Business letters. Illustrate with specific examples.

OR

Attempt a precis of the following passage. Suggest a suitable title to your precis.

People moan about poverty as a great evil ; and it seems to be an accepted belief that if people had plenty of money, they would be happy and useful and get more out of life. As a rule, there is more genuine satisfaction in life and more obtained from life in the humble hut of the poor man than in the palaces of the rich.

It is because I know how sweet and happy and pure the home of honest poverty is, how free from perplexing care and from social envies and jealousies – how loving and united its members are in the common interest of supporting the family – that I sympathize with the rich man's boy and congratulate the poor man's son. It is for these reasons that from the ranks of the poor so many strong, eminent, self-reliant men have always sprung and always must spring.

It seems now-a-days a matter of universal desire that poverty should be abolished. We should be quite willing to abolish luxury ; but to abolish honest, industrious, self-denying poverty would be to destroy the soil upon which mankind produces the virtues that will enable our race to reach a still higher civilization than it now possesses.

4. Prepare a resume of a candidate applying for the post of Managing Head (Publications Division) in Penguin India Limited.

OR

Man has to learn to submit to his role as just a part of Nature. Do you agree ? Substantiate your argument in the light of J. Bronowski's essay, 'Man and Nature'.

5. Discuss the role of kinesics in Presentations.

OR

What is the Inductive system of paragraphing ? Compare and contrast it with the Deductive mode of paragraphing. Use a common example to illustrate the difference.

6. Draft a Report on the wisdom of renewing our membership policy with libraries in the International circuit as an important step towards promoting bilateral educational ties. Submit the report to the Ministry of Human Resource Development, Govt. of India.

OR

What is the Manuscript mode of delivery ? Examine its merits and demerits in Presentations.

7. How are Science and Literature concerned with different areas of human life ? Base your answer in the background of Moody E. Prior's essay, 'Humanistic and Scientific Approaches to Human Activity'.

OR

Discuss the five causes for Organizational Barriers.