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BTECH
(SEM VI) THEORY EXAMINATION 2018-19
PROFESSIONAL COMMUNICATION

Time: 3 Hours**Total Marks: 100****Note: 1.** Attempt all Sections. If require any missing data; then choose suitably.**SECTION A**

- 1. Attempt all questions. Do as directed in brackets. 2 x10 = 20**
- What do you understand by the term Professional communication. Explain with its process.
 - Give difference between general and technical communication.
 - Explain types of proposals.
 - List leadership qualities of an effective leader.
 - Answer in brief- paralanguage and haptics
 - Explain principles of corporate behaviour.
 - List do's and dont's of GD.
 - What do you understand by the term extempore. List the characteristics of a good extempore presenter.
 - Write preparation tips for an interview.
 - Explain how can we overcome the challenges to teamwork.

SECTION B

- 2. Attempt any three of the following: 10 x 3 = 30**
- Explain in detail the layout of Report writing.
 - List types of layout of business letters.
 - Prepare your curriculum vitae along with the cover letter.
 - What do you understand by barriers to communication with its types.
 - Define Time management along with the guidelines of effective time management and its advantages.

SECTION C

- 3. Attempt any one part of the following: 10 x 1=10**
- What do you understand by the term simulation. List the types of simulation exercises.
 - Define leadership. Describe the styles of leadership.
- 4. Attempt any one part of the following: 10 x 1=10**
- What is teamwork. Classify types of teams on the basis of their objectives.
 - Write notes on- Boss, Subordinates, colleagues focusing on their roles and relationship among each other.
- 5. Attempt any one part of the following: 10 x 1=10**
- Explain the process of conducting a G.D along with its purpose.
 - Give non-verbal aspects of communication.
- 6. Attempt any one part of the following: 10 x 1=10**
- What the elements and factors that design corporate behavior?
 - Define office etiquettes. Gives aspects or types of office etiquettes.
- 7. Attempt any one part of the following: 10 x 1=10**
- What is a business report. List its types.
 - What do you understand by the term Interview. List the techniques or types of Interview.