

Paper Code: AS-204/AS-104

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B.Tech
(SEM II) EVEN SEMESTER EXAMINATION, 2015-16
PROFESSIONAL COMMUNICATION

[Time: 3 Hrs.]

[Max. Marks: 100]

Note: Attempt any *five* questions out of *eight* questions.

1. (a) What is the importance of audience and locale in a presentation? Along with the non-verbal methods, certain paralinguistic features for proper articulation are also needed for making an audience-friendly presentation. What are those? Elaborate. [15]
(b) Give synonyms of the following: [5]
(i) Abandon (ii) Anger (iii) Barbarous (iv) Disaster (v) Fatal
2. (a) What are the barriers to communication? Also explain the three levels of communication. [15]
(b) Trace mistakes in the following sentences: [5]
(i) *The climate of Turkey is better than Russia.*
(ii) *This machine is inferior than that.*
(iii) *I wish my friend was here.*
(iv) *My friend congratulated me for my success.*
(v) *Please tell me where does Tom live?*
3. (a) What are the requisites of a good paragraph construction? What are the techniques and devices used to construct a proper paragraph? [15]
(b) Write a paragraph on any topic using Inductive or Deductive method. [5]
4. (a) Define sentence with its types. What are the requisites of a good sentence construction? [15]
(b) Give Antonyms for the following words:- [5]
(i) Confess (ii) Humility (iii) Fresh (iv) Mourn (v) Prosperity
5. (a) Define the process of communication. How is communicating generally different from the technical way of expression? How can language be used as a tool of communication? [15]
(b) Define report with its types. [5]
6. (a) How would you define technical proposal? Discuss in brief the format of a technical proposal? [15]
(b) Write a letter of complaint to any firm inventing the necessary details yourself. [5]
7. (a) What do you understand by the flow of communication? Elucidate the merits and shortcomings of the various sorts of flow in an organization? Define Kinesics. [15]
(b) Write short note on 'Impression of films on our lives'. [5]
8. (a) Draft a resume along with the covering letter to suit your purpose of pursuing the employers for job. [15]
(b) Differentiate between 'Chronemics' & 'Proxemics'. [5]