



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

**PAPER ID : 199209**

Roll No.

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## B. Tech.

### (SEM. II) CARRY OVER EXAMINATION, 2014-15 PROFESSIONAL COMMUNICATION

Time : 3 Hours]

[Total Marks : 100

Note: Attempt questions from all sections as per the instructions.

#### SECTION — A

1 Attempt all ten parts. Each part carries equal marks.

(2×10=20)

- (a) What is grapevine?
- (b) Give any two examples of technical noise.
- (c) What do you mean by Chronemics ?
- (d) What is the chronological organization of paragraph development?
- (e) What is the difference between bibliography and reference?
- (f) What do you mean by time- management in presentation?
- (g) Use the following homophones in sentences to bring, out the differences in their meaning: Maize and Maze.

- (h) Bring out briefly how philosophy functions as a comprehensive science.
- (i) What do you mean by mass communication?
- (j) What is a topic sentence?

**SECTION — B**

2 Attempt any three parts of this question. (10×3=30)

- (a) Distinguish between upward and downward communication along with its merits and demerits.
- (b) State the distinction between Technical and General writing.
- (c) What are the techniques used to make a sentence coherent?
- (d) Write a report on the existing communication system in your organization. Include your suggestions to improve it.
- (e) What is a resume ? Prepare a resume for the post of Assistant Manager in any organisation along with a covering letter.

**SECTION - C**

Note: Attempt all five parts: one from each question. (5×10=50)

- 3 (a) Comment on body language as a presentation strategy.

OR

- (b) Write a note on paralinguistic features.

- 4 (a) What is listening? Explain the techniques to improve listening comprehension.

OR

- (b) What is the need of Technical Communication? Mention main features of Technical Communication

- 5 (a) What aspects of a report are dealt within 'front matter' and 'back matter'?

OR

- (b) What are the causes of barriers in communication ?

- 6 (a) Write a paragraph using Deductive method and underline the Topic sentence. (Invent necessary details yourself)

OR

- (b) Write a note on the techniques of paragraph writing.

- 7 (a) What is a rose? Answer the question from the point of view of a scientist and a literary artist.

OR

- (b) Man is a part of Nature, in the same sense that a stone is, or a cactus, or a camel. Discuss.