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NOIDA INSTITUTE OF ENGINEERING AND TECHNOLOGY, GREATER NOIDA

(An Autonomous Institute Affiliated to AKTU, Lucknow)

MASTER OF TECHNOLOGY (B.Tech)**(SEM: Theory Examination (2020-2021))****SUBJECT NAME: PROFESSIONAL COMMUNICATION****Time: 3 Hours****Max. Marks: 100****General Instructions:**

- All questions are compulsory. Answers should be brief and to the point.
- This Question paper consists of 02 pages & 8 questions.
- It comprises of three Sections, A, B, and C. You are to attempt all the sections.
- **Section A** - Question No- 1 is objective type questions carrying 1 mark each, Question No- 2 is very short answer type carrying 2 mark each. You are expected to answer them as directed.
- **Section B** - Question No-3 is Long answer type -I question with external choice carrying 4 marks each. You need to attempt any five out of seven questions given.
- **Section C** - Question No. 4-8 are Long answer type -II (within unit choice) question carrying 7 marks each. You need to attempt any one part a or b.
- Students are instructed to cross the blank sheets before handing over the answer sheet to the invigilator.
- No sheet should be left blank. Any written material after a blank sheet will not be evaluated/checked.

SECTION – A

- | | | |
|---|------------------|-------------|
| 1. Attempt the questions as directed. | [10x1=10] | CO |
| a. Complete the given statement-
The pitch of the voice determines the ----- . | (1) | CO 4 |
| b. Identify the tone in the following sentence-
'Who's crying?' | (1) | CO 2 |
| c. Pick out the correct underlined word from the following sentence-
Shakespeare was a man of <u>letter/letters</u> . | (1) | CO 3 |
| d. Graphic skills consists of----- | (1) | CO 1 |
| e. How many vowel sounds does the English language have?
(I) 5 (II) 20 (III) 21 (IV) 26 | (1) | CO 4 |
| f. Which part of the word is accented in the word 'above'? | (1) | CO 5 |
| g. Complete the given statement-
-----is one of the most common barriers to listening. | (1) | CO 3 |
| h. Communication with non-human entities is called-
(I) Extra Personal Communication (II) Intra Personal Communication
(III) Inter personal Communication (IV) None of the above | (1) | CO 1 |
| i. Which of the following option/s should be kept in mind while making notes-
(I) Mistiness (II) Clarity (III) Organization (IV) Both II and III | (1) | CO 1 |
| j. It is larger than a phoneme but smaller than words. It is also a unit of speech and unit of pronunciation. In the light of the above statement, pick out the correct word from the following options-
(I) Morpheme (II) Syllable (III) Allophone (IV) Allomorph | (1) | CO 4 |

2. Identify the true/false statement in the following sentence. Write briefly the reason of [5x2=10] CO
being true or false.
- Study of postures, gestures, facial expression, and eye contact is called 'proxemics' (True/False). (2) CO 5
 - Identify the true/false statement with valid reason in the following sentence- (2) CO 1
Skimming is a rapid reading process to get a general overview of a passage. (True/False).
 - What is a diphthong? Explain briefly. (2) CO 4
 - Why is 'Listening' considered to be the most important skill in a language? (2) CO 3
 - Write a short note on 'Word Formation'. (2) CO 2

SECTION – B

3. Answer any **FIVE** of the following- [5x6=30] CO
- Define the role of *kinesics* in "Public Speaking". (6) CO 5
 - In English grammar, the concept of *preposition* is ambiguous. Discuss this statement with appropriate examples. (6) CO 2
 - Define 'Presentation Skills'. What are the common steps to prepare for a presentation? (6) CO 5
 - Write a note on 'neutral accent'. (6) CO 4
 - What do you understand by 'effective listening'? (6) CO 3
 - Mention the general format of a 'Memo'. (6) CO 2
 - A good sentence must be communicative. How will you frame such a sentence? (6) CO 2

SECTION – C

4. Answer any **ONE** of the following- [5x10=50] CO
- In this globalized, professional, and technical world, communication decides a man's career curve. Validate this argument by providing satisfactory practical examples. (10) CO 1
 - What is 'Intonation' in speaking? Why are stress and rhythm of speech important to learn? What are the other important vocalic features of speech? (10) CO 4
5. Answer any **ONE** of the following-
- 'A picture can silently speak a thousand words'. Discuss the statement in relation to non-verbal communication. (10) CO 5
 - Decoding is a vital step in reading comprehension. Explain the statement. (10) CO 1
6. Answer any **ONE** of the following-
- How far do you agree with the view that coherence in 'Paragraph Writing' is its most essential element? Give reasons. (10) CO 2
 - Write a paragraph on any person from history that you admire. (10) CO 2
7. Answer any **ONE** of the following-
- What are some of the things one should keep in mind before an interview? (10) CO 5
 - Write your answer to an interviewer's question, 'Why should we hire you?'(Use imaginary names and situation) (10) CO 5
8. Answer any **ONE** of the following-
- What is a 'Business Letter' and how is it different from a personal letter? Discuss in detail the different parts of a modern business letter. (10) CO 2
 - Following the general format of a business letter, write a letter to a customer requesting for an extension of time for supplying goods. Do not write your name. (Invent necessary details) (10) CO 2