

JK LAKSHMIPAT UNIVERSITY, JAIPUR

INSTITUTE OF ENGINEERING AND TECHNOLOGY

End Term Examination April-May, 2015

M. Tech - II

Roll No.....

MTLA 201: Advanced Professional Communication

Time: 3 hours

Max. Marks: 100

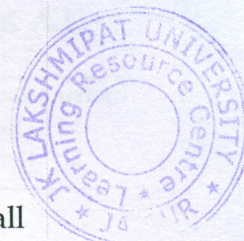
Instructions to students:

1. Do not write anything other than your roll number on question paper.
2. Read the instruction/rubric carefully for each question before writing the answers.

Q.1	Objective type questions (10 questions @ 1 mark). State whether the statements given below are true or false: i. Preparation is the best antidote to nervousness. ii. In full block format of business letters all the elements are aligned to the right hand side margin. iii. The title page of the report is mostly omitted when the report contains an abstract. iv. The outline and the table of contents of a report are the same. v. Most technical reports prefer a summary to an abstract. vi. Among all the reports, progress reports are the bulkiest in size. vii. The pitch of your speech refers to the loudness of your voice. viii. Most of the graphs and tables are used in the Discussion Section of a report. ix. Mail Questionnaire is commonly used to collect data for writing a report. x. The frontispiece of a report refers to some artistic drawing, photograph, picture or image on the cover that captures its essence.	10
Q.2	Short answer type questions (4 questions @ 2.5 marks each) i. What is a report? Why is it written? ii. Define Outline. Point out its significance in a report. iii. How is a business letter different from a business report? iv. What are the different methods of data collection? Discuss any two briefly,	10
Q.3A	Use the following words (any five) in your own grammatically correct sentences. aspire, betrayed, bemoaning, collusion, nonplussed, carnal, affirmed	05
		05

Q.3B Complete the sentences given below with appropriate words/verbs. You are expected to use the correct form of the words/verbs as per the subject and tense of the sentence you are constructing.

- i) "The court is _____ till further order!" said the judge and got up from his seat.
- ii) Gradually, the army advanced to all the parts and eventually _____ the entire town.
- iii) He was _____ by the bizarre market practices going on all around.
- iv) Madam Curie was so _____ in her studies that she could not notice the pranks her friends were playing with her.
- v) Nothing substantial can be achieved unless the laws are _____ to a great extent.



Q.4A Given below are some incorrect sentences. Identify the errors and rewrite them correctly. While rewriting the sentences however, do not change the sense of the expressions originally conveyed. 05

- (i) In this poem, the poet describe about his childhood.
- (ii) He shot himself dead after bidding his wife goodbye with a gun.
- (iii) I am awaiting for your reply.
- (iv) They made me to learn English at school.
- (v) When I had reached office, the meeting had already begun.

Q.4B Imagine that you are planning to write a research paper on "Managing Stress at Workplace". Now write an abstract for the same in about 150 words. 05

Q.5A During a Job Interview, the following question was asked: 05

Are you a Team Player or an Individual Performer? Why and how?

Assuming yourself to be the candidate facing the interview, write the full text of your answer to this question.



Q.5B	During a Job Interview, the following question was asked: Introduce yourself highlighting your strengths and weaknesses. Assuming yourself to be the candidate facing the interview, write the full text of your answer to this question.	05
Q.6	Assume that you are participating in a group discussion on the topic "Television Shows Need to be Censored because what they Show is Just Rubbish." Write the following for this discussion: (i) The Introduction of the GD. (5) (ii) The Conclusion of the GD. (5)	10
Q.7	Assume that as the NewGen Enterprises, Kanpur had placed an order for 150 Smartphones, with Samsung Tehcnoworld, Palika Bazar, New Delhi. These smartphones were meant to be given to the Marketing Executives of the company. On receiving the consignment however, it was discovered that some of the phones have serious defects. Now, write the following: (i) Assuming yourself to be Purchase Officer of NewGen Enterprises, Kanpur write a Complaint Letter requesting a replacement of these smartphones. Provide all the details required for your claim and invent the necessary details. (5) (ii) Assuming yourself to be Marketing Officer, Samsung Technoworld, New Delhi, write a Letter of Adjustment while accepting or rejecting the claim. (5)	10
Q.8	Assume that you have come across the following advertisement in The Times of India on 15 April, 2015: <i>New Megasoft Pvt. Ltd, Mumbai, seeks talented and enthusiastic Software Engineers and Software Architects for its new branch office in Gurgaon. The candidates having 3-5 years of experience possessing expertise in SDP in Services, Provisioning, Charging/Billing, Fraud Management, Revenue Assurance, NMS, SIP, IMS, IPTV may apply. The candidates are expected to have required competence in Java, XML, RMI, C++, Visual Basic, Cold Fusion, BO, Crystal Reports, Webfocus, Oracle, DBA, PL/SQL, and Unix/Solaris. The candidates must have excellent communication abilities and outstanding customer-facing skills along with software architecture. Salary and perks in commensuration with the qualification, experience, knowledge, and skills of the candidates. To view the detailed job descriptions and submitting your on-line application, please log on to http://www.megasoft.com/in/megasoft/recruitments within ten days.</i> Assuming yourself to be an aspirant for a suitable position, write the following: (i) Your Resume/Curriculum-Vitae (CV) (07) (ii) Covering Letter to be sent with the Resume/CV (03)	10

Q.9	As the Secretary of the Youth Wing of Lion's Club, you have been asked to draft a proposal on holding a week -long workshop on <i>Personality Development and Soft-skills</i> for youth. Now write the Management section and cost estimate section of the proposal.	10
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or

Imagine that you are the Sales Manager of MG Mobile Phones, Chennai which came into market five years ago. For past six months there is a constant decline in its sale, the Managing Director of the company has asked you to study the problem and submit a report on the same. Now write an **introduction** to be incorporated in the report.

Q.10	Imagine that as the Media and Communication Officer of your NGO you have been asked to deliver a speech on the topic "Protection of Animals is Vital for the Survival of Human Beings." Write the Full Text of your speech in about 250-300 words. Use facts, examples and references to substantiate your argument.	10
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OR

Use the following phrasal verbs (any ten) in your own grammatically appropriate sentences:

1. Catch up
2. See through
3. Get through
4. Set of
5. Pull down
6. Wake up
7. Fade away
8. Keep aside
9. Mess up
10. Take down
11. Let down
12. Turn up

