

JK Lakshmipat University Jaipur
INSTITUTE OF ENGINEERING AND TECHNOLOGY

Mid Term Examination-II, March 2015

B. Tech., Semester II

Roll No.....

LA 201: Professional Communication Skills

Time: 1.5 hours

Max. Marks: 40

Instructions to students:

1. Do not write anything other than your roll number on question paper.
2. Assume suitable data or invent necessary details wherever required and mention it clearly.

Q.1A Correct the following sentences: (5 questions @ 1 mark)

05

- i. One of the player in the team has been suspended for indiscipline.
- ii. Myself is Arushi Prasad and me will be discussing my report with you.
- iii. Each and everyone have been informed about the programme.
- iv. He is doing well; he recently joined our company as a Junior Sales Representative.
- v. The Babri Masjid has been demolish on 6 December.

Q.1B Short answer type questions (2 questions @ 2.5 marks)

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- i. Define a report and highlight its importance in professional world.
- ii. Discuss the salient features of a Professional Report.

Q.2A Choose the appropriate synonyms for the following words from the options:

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- I. Courteous
a. beautiful b. haughty c. punctual d. polite
- II. Abundant
a. enormous b. profound c. plentiful d. sufficient
- III. Extravagant
a. stingy b. wasteful c. thoughtful d. economical
- IV. Authentic
a. spurious b. anonymous c. genuine d. credible
- V. Prudent
a. Sensible b. Prudish c. Disrespectful d. Prolific

Q.2B Complete the following sentences using appropriate verbs:

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1. The police tried to _____ (elicit) the information from the smugglers.
 2. The music band _____ (display) a stupendous show this time.
 3. The novelist _____ (develop) the plot of the story and _____ (use) the imageries and symbolism skilfully to create interest.
 4. He is not aware of the legal implications as he _____ (not purchase) any land before.
 5. The doctor _____ (prescribe) a new medicine to the patient when his health did not improve.

Q.3A Imagine that you are participating in a Group Discussion on "Working Mothers are Better than those Mothers who are Housewives." Develop two arguments in favour of the topic with appropriate examples or facts in about 50-100 words each. 05

Q.3B Continuing from the preceding question, write two arguments against the topic mentioned above, i.e. "Working Mothers are Better than those Mothers who are Housewives." Use proper examples and facts to substantiate your ideas in about 50-100 words each. 05

Q.4A Invention Pvt Ltd., Bangalore intends to launch new device/software/design. The Director of the company has asked the R&D Manager to make proper investigation about the need, promotion, effectiveness, and cost of the product to make it an instant hit. Assuming that as the R&D Manager of the company, you are required to write a report to be submitted to the Director. Now draft an Outline for the report. 05

Q.4B Continuing from the preceding question, write the Introduction of the report on the situation mentioned above. Your Introduction of the report should necessarily consist of the following elements: 05

Purpose and Objective; Scope and Limitation; Methods of Data Collection, Methodology; Significance and General Plan of the Report

OR

Q.4B Rewrite the following sentences with appropriate prepositions: 05

- i) The officer lives at a large bungalow.
- ii) Sorry, I cannot agree with your ideas.
- iii) The Chief Minister was apprised about the situation.
- iv) They are coming in a train.
- v) The news made us worry on his safety.