Total number of printed pages–3

2017

PROFESSIONAL COMMUNICATION

Paper : HU 601

Full Marks : 100

Time : Three hours

**The figures in the margin indicate
full marks for the questions.**

*Answer **any ten** questions.*

1. Write a precis on the text :   10

Teaching is the noblest of professions. A
teacher has a sacred duty to perform. It is
he on whom rests the responsibility of
moulding the character of young children.
Apart from developing their intellect, he can
inculcate in them qualities of good
citizenship, remaining neat and clean,
talking decently and sitting properly. These
virtues are not easy to be imbibed. Only he
who himself leads a life of simplicity, purity
and rigid discipline can successfully cultivate
these habits in his pupils.

Besides a teacher always remain young. He may grow old in age, but not in spirit. Perpetual contact with budding youths keeps him happy and cheerful. There are moments when domestic worries weigh heavily on his mind, but the delightful company of innocent children makes him overcome his transient moods of despair.

2. Define Communication. What is the importance of non-verbal communication techniques? Justify your answer with examples.   5+5=10

3. In what ways is group discussion different from other discussions such as meeting, symposium, seminar etc?   10

4. What is Proxemics? How do posture and gesture aid in non-verbal communication?   5+5=10

5. How does age and gender generate obstructions in communication?   10

6. How do differences in behaviour create cultural communication barriers in workplace?   10

7. Write a job application letter to the HR executive of a company for your placement as an engineer in an I.T. Company.

10

8. Write in brief an overall idea of Soft Skill.

10

9. Write short notes on : *(any two)*

5×2=10

   (a) Memo

   (b) Stress Management

   (c) Teleconferencing

   (d) Team Work.

10. What are the steps of writing an effective business letter ?

10

11. Why do we write report ? Explain.

10

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