

Name. _____		Printed Pages:01		
Student Admn. No.: _____				
School of _____ Summer Term Examination – July - August 2024 [Programme: _____] [Semester: _____) [Batch: _____]				
Course Title: PROFESSIONAL COMMUNICATION - I			Max Marks: 100	
Course Code: N1DF102B/SLPC1003			Time: 3 Hrs.	
Instructions:	1. All questions are compulsory. 2. Assume missing data suitably, if any.			
		K Level	COs	Marks
SECTION-A (15 Marks)		5 Marks each		
1.	Name and explain the principles of paragraph writing.	K1	CO4	5
2.	Define communication and elaborate on its essential features in human interaction.	K1	CO1	5
3.	Outline the main features that distinguish verbal and nonverbal communication.	K2	CO1	5
SECTION-B (40 Marks)		10 Marks each		
4.	Explain the differences between a formal letter and an informal letter.	K2	CO3	10
5.	Identify the types of sentences: 1. The cat is sleeping on the sofa. 2. How beautifully she has drawn the painting! 3. Please give me a glass of water. 4. Do you love to play cricket? 5. She likes the colour blue. 6. Can I come with you? 7. Pick up the garbage when you go. 8. The train is not departing on time. 9. Do you drink juice daily? 10. Let us go to watch a movie.	K3	CO2	10
6.	Identify the missing articles in the following sentences and insert the correct ones: 1. I saw ___ cat on ___ roof. 2. She is ___ doctor at ___ hospital. 3. Can you pass me ___ salt, please? 4. He wants to be _____ actor in _____ Hollywood. 5. _____ oranges I brought were very sour. 6. _____ famous poem ‘Ode to a Nightingale’ is written by _____ Romantic poet John Keats.	K3	CO2	10
7.	Compare and contrast professional and general communication.	K4	CO1	10
SECTION-C (45 Marks)		15 Marks each		
8.	Analyze the various types of communication.	K4	CO1	15
9.	Infer and write the rules for converting direct speech to indirect speech.	K6	CO2	15
10	Construct a formal letter to the editor of a newspaper about the frequent breakdown of electricity in your locality.	K6	CO3	15