

School of University Polytechnic

Diploma in Civil Engineering
Semester End Examination - Jul 2024

Duration : 180 Minutes
Max Marks : 100

Sem II - N1DF202B /SLPC1012
- Professional Communication

General Instructions

Answer to the specific question asked

Draw neat, labelled diagrams wherever necessary

Approved data hand books are allowed subject to verification by the Invigilator

- 1) Find the error in the following sentences: 1. The children goes to school early every morning. 2. The book on the shelf seems interesting, but the reviews says otherwise. K1(2)
- 2) Explain the term "active listening" in the context of group discussions. K2(4)
- 3) Compare functional and chronological resume formats. K2(6)
- 4) Apply the strategies for effective paraphrasing and paraphrase the following passage: In the era of information overload, critical thinking skills are paramount. Individuals need to discern reliable sources, evaluate evidence, and analyze information to make informed decisions in various aspects of life. K3(9)
- 5) Construct any three arguments either for or against the following statement: Should smoking be banned in public places? K3(9)
- 6) Compare and contrast Paraphrasing with Summarizing. K5(10)
- 7) Discuss the essential elements of verbal abilities. K4(12)
- 8) Compare and contrast the following: 1. The upward and downward flow of communication 2. Vertical and horizontal flow of communication 3. The structures and purposes of simple, compound, and complex sentences in written discourse. K5(15)
- 9) Determine the communication barriers present in the context given below and propose solution to overcome those barriers: A multinational corporation has recently acquired a smaller company in another country. The two companies are now undergoing a period of integration, with employees from both organizations working together on various projects. Employees from the acquired company are accustomed to a more hierarchical structure where decisions are made by top management, whereas those from the acquiring company are accustomed to a flatter organizational structure that encourages more decentralized decision-making. Employees from the acquiring company primarily speak English, while those from the acquired company predominantly speak a different language, such as Spanish or Mandarin. The acquiring company utilizes sophisticated project management software, while

the acquired company relies on outdated or incompatible systems. The headquarters of the acquiring company is located in a different time zone than the subsidiary.

- 10) Construct a short note on the following: 1. Usage of phrasal verbs in formal settings (6) 2. Role of feedback in teaching-learning process (6) 3. Techniques for managing stage fright during presentations (6)

K6(18)