B. Pharm.

(SEM. VI) EXAMINATION, 2006-07

PROFESSIONAL COMMUNICATION - II

Time : 3 Hours] [Total Marks : 80

Note : Attempt all the questions.

1 Attempt any four parts of the following :
   (a) Define a business proposal. Comment on its importance.
   (b) Define a business report, and write a business report on any issue of your choice (Invent the necessary details yourself).
   (c) Write a letter of complaint (Invent the necessary details yourself).
   (d) Write a covering letter for any document to be submitted to any office (Invent the necessary details yourself).
   (e) What do you mean by a ‘complementary close’ in a letter of application? Explain with example.
   (f) What essential information should be put into a ‘curriculum vitae’.

2 Attempt any four parts of the following :
   (a) What do you mean by productivity?
   (b) “Time is money”, comment.
   (c) “Leadership is an act of making an impact on others in a desired direction” Discuss.

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(d) "A leader is effective only if the style used to influence and alter the situation is appropriate" comment.
(e) Define a 'team' and mention its works.
(f) Discuss any model of "team building."

3 Attempt any two parts of the following:
(a) Record (write) a Group Discussion on "Women Reservation Bill". (Invent the necessary details yourself).
(b) What are the essential factors for a successful group discussion?
(c) "Produce light not heat in the course of Group discussion", comment.

4 Attempt any two parts of the following:
(a) Write a note on 'Corporate behaviour'.
(b) "Corporate expectations are like rainbow colours", comment.
(c) "Office etiquettes are subjective in nature." Answer in 'yes' or 'no' with sufficient logic.

5 Attempt any four parts of the following:
(a) What do you mean by "interview"?
(b) What a candidate is supposed to do before the interview?
(c) Write any five FAQs (Frequently Asked Questions) in interviews.
(d) Record (write) any model interview of 10 minute-duration (Imagine the necessary details yourself).
(e) Comment on the concept of "Exit Interview."
(f) Write a short note on "Interview Tips."