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Total No. of Pages : 02

Total No. of Questions : 07

M.Sc (Clinical Research) (2018 Batch) (Sem.-1)

PROFESSIONAL COMMUNICATION

Subject Code : MSCR-105-18

Paper ID : [75609]

Time : 2 Hrs.

Max. Marks : 35

INSTRUCTIONS TO CANDIDATES :

1. **SECTION-A** is **COMPULSORY** consisting of **FIVE** questions carrying **ONE** marks each.
2. **SECTION-B** contains **THREE** questions carrying **FIVE** marks each and students have to attempt any **TWO** questions.
3. **SECTION-C** contains **THREE** questions carrying **TEN** marks each and students have to attempt any **TWO** questions.

SECTION-A

Q1. State whether the following statements are true or false.

- a) Since an urgent email requires immediate attention, we must choose to write the entire text in capital letters.
- b) Unity of a paragraph is the sequence of organizing the points in each paragraph.
- c) Repetitions should be avoided in written communication.
- d) For communication to be effective round about verbiage should be avoided.
- e) The reading speed should be decreased when you come across a detailed explanation and idea elaboration which you do not need to know.

SECTION-B

Q2. Given below are some of the extracts taken from professional emails. Keeping in view the principles of effective email writing, rewrite them so as to make them precise and effective.

a) Madam

Have you received any communication from marketing guys? If yes, please kick the mail back. You Know I am dying to listen to them.

MKN

b) Hi all,

V r intrstd in buying the latest heatconverter launched by ur company. R u ready with supplies? PI specify schld of delivry 4 v 8t wons the deal is thru.

VKR

For Toto Syringe Pvt. Ltd. Hyderabad

Q3. Fill in the blanks with the correct form of verbs given in the brackets.

- The speaker of the house_____ (finish) her term in May next year.
- The explorer_____ (explain) the latest discovery regarding pyramids in Egypt in his research.
- The leader_____ (vanish) from the city, when protests began against him on the streets.
- Dr Jahangir_____ (present) his ongoing research on sexist language last week.
- Before annual exams the students_____ (participate) in many extracurricular activities.

Q4. Write a paragraph on “Value of discipline in life”

SECTION-C

Q5. Establish the various Stages in Essay Writing and write about the components comprising an essay.

Q6. Distinguish between an efficient and an inefficient reader. Substantiate with suitable examples.

Q7 The Department of Wildlife, Government of India is immensely concerned about the nation’s Fauna facing perpetual danger and is included in the list of endangered species. Although many steps for conserving most of these endangered animals have been taken by the department yet the threat to these species continues. Before changing its conservative policies or before making them more stringent, the department plans to take an over view of the change in the numbers of the endangered animals in the various wild life sanctuaries across the country between the years 2000 and 2013. For the same purpose a report has to be submitted to the department by the Ranthambore Wildlife sanctuary after conducting a survey of the animals found in the sanctuary.

The survey has been presented to you and as the Chief Conservation Officer, you are to analyse the data in form of an expository paragraph.

S No	Name of Endangered Species	Number in the year 2000	Number in the year 2013
1	Lion	543	114
2	Elephant	4005	3678
3	Rhino	789	680
4	Tiger	490	42
5	Blackbuck	30435	32114
6	Cheetal	16879	19430
7	Indian Bear	1897	1642