



Name :

Roll No. :

Invigilator's Signature :

CS/B.Pharm/SEM-1/HU-101/2012-13

2012

HUMANITIES

(PROFESSIONAL COMMUNICATION IN ENGLISH)

Time Allotted : 3 Hours

Full Marks : 70

The figures in the margin indicate full marks.

Candidates are required to give their answers in their own words as far as practicable.

GROUP - A

(Multiple Choice Type Questions)

1. Choose the correct alternatives for the following :

10 × 1 = 10

i) Since that journey, I never again.

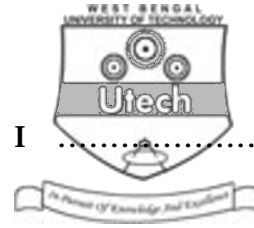
- a) sailed
- b) have sailed
- c) shall sail
- d) would sail.

ii) "Let me know immediately she, " he shouted.

- a) will arrive
- b) would arrive
- c) arrives
- d) is arriving.

iii) If I one more question, I would have passed.

- a) had answered
- b) would have answered
- c) would answer
- d) answered.



- iv) Several years have passed since I
Rajasthan.
- a) have visited b) visited
c) has visited d) have been visiting.
- v) My friends warned me that I better be
careful.
- a) should b) would
c) could d) had.
- vi) The tower was struck by and fell down.
- a) lightning b) lightening
c) lighting d) none of these.
- vii) The act of taking the work or an idea of someone else
and passing it off as one's own is
- a) copying b) imitation
c) plagiarism d) none of these.
- viii) The antonym of the word 'amateur' is
- a) average b) experienced
c) professional d) skilled.
- ix) Fecund means
- a) Fertile b) Loyal
c) Powerful d) Strange.
- x) A of stars. (Fill in the gap)
- a) pile b) bundle
c) heap d) galaxy.



GROUP - B

(Short Answer Type Questions)

Answer any *three* of the following. $3 \times 5 = 15$

2. What do you mean by Kinesis in communication ?
3. Write in brief on how to communicate in group discussion.
4. Are the three the same : a CV, a Biodata & a Resume ? Give reasons for your answer.
5. What are the different steps of writing a report ?
6. Discuss in brief some ways in which an individual can improve his/her listening skill.

GROUP - C

(Long Answer Type Questions)

Answer any *three* of the following. $3 \times 15 = 45$

7. a) Insert appropriate prepositions : $5 \times 1 = 5$
 - i) We have free access the library.
 - ii) Swimming is beneficial health.
 - iii) Great books deal persistently unsolved problems of life.
 - iv) He persisted hoping against hope.
 - v) I cannot account his absence.
- b) Correct the grammatical errors : $5 \times 1 = 5$
 - i) It is an unique privilege to welcome our guests.
 - ii) The choice lies between honour or dishonour.
 - iii) If you will run, you will catch the train.
 - iv) I have already availed of all the casual leave due to me.
 - v) He boasts his achievemntts now and then.

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5 × 1 = 5

- c) Rewrite the following as directed :
- You are too early for the show. (Use 'enough')
 - We are sure of his honesty. (Make it complex)
 - Did she commit all the mistakes ? (Change the voice)
 - He said on the telephone, "We kept on doing our work till late night". (Make it indirect)
 - The old man made a great effort and stood up. (Make it simple).

8. What do you understand by professional communication ?
As a student of Pharmaceutical Science why do you think that there is a need for Professional Communication ?

3 + 12

9. Write in brief the advantages and disadvantages of paperless offices in business organizations.

10. As the Purchase Manager of Sun Pharmaceuticals Co. Ltd., 22 M.G. Road, Kolkata - 700 009, you had placed an order with M/s Jyoti Chemicals, 19 V.B. Patel Road, Kerala-685509. When the consignment arrived, you found some of the chemicals are in partially damaged condition. Write a complaint letter to the Sales Manager of the company asking for replacement or compensation.

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