

Seat
No.

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AOI1318

Professional Communication (Old)
(1030)

P. Pages : 3

Time : Two Hours

Max. Marks : 50

Instructions to Candidates :

1. Do not write anything on question paper except Seat No.
2. Answersheet should be written with blue ink only. Graph or diagram should be drawn with the same pen being used for writing paper or black HB pencil.
3. Students should note, no supplement will be provided.
4. All questions are compulsory.
5. Figures to the right indicate full marks.
6. Precise answers and correct language will be appreciated.

UNIT - I

1. a) Read the passage and answer **any five** questions given below it.

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One of the most hazardous conditions a firefighter will encounter is a backdraft (also known as a smoke explosion). A backdraft can occur in the hot smoldering phase of a fire when burning is incomplete and there is not enough oxygen to sustain the fire. Unburned carbon particles and other flammable products, combined with the intense heat, may cause instantaneous combustion if more oxygen reaches the fire.

Firefighters should be aware of the conditions that indicate the possibility for a backdraft to occur when there is a lack of oxygen during a fire, the smoke becomes filled with carbon dioxide or carbon monoxide and turns dense gray or black. Other warning signs of a potential backdraft are little or no visible flame, excessive heat, smoke leaving the building in puffs, muffled sounds, and smoke stained windows.

Proper ventilation will make a backdraft less likely. Opening a room or building at the highest point allows heated gases and smoke to be released gradually. However, suddenly, breaking a window or opening a door is a mistake because it allows oxygen to rush in, causing an explosion.

- i) What is the 'backdraft' also known as ?
- ii) When the occurring of backdraft is possible.
- iii) Give the list of potential warning signs.
- iv) What happens due to the lack of oxygen during a fire ?

- v) What exactly make the heated gas and smoke to be released ?
- vi) State the condition when more oxygen reaches the fire.
- vii) Use the, 'to be lack of' in your own words with an example.

b) Draft **any one** of the following :

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- i) As a General Manager of 'Synergy India Ltd.', New Delhi. Write a notice informing the employees of your company about the guest lecture on Leadership Development in Company's Seminar Hall.
- ii) What is Fax ? Explain the advantages of fax.

UNIT - II

2. a) Attempt **any one** :

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- i) Explain sender's Address and Inside Address as a part of business letter.
- ii) Explain the principles of business letter.

b) Draft **any one** letter.

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- i) Write an application to the General manager, T.C.S. Pvt. Ltd. Mumbai, for the post of Senior Engineer in Electrical Department.
- ii) Write a letter of complaint to the supplier of goods regarding delay in execution of supply order.

UNIT - III

3. Attempt **any two** of the following.

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- i) Define proposal. Explain the difference between solicited and unsolicited proposal.
- ii) What is an AIDA plan ?
- iii) Prepare a title page for a proposal of English Language Lab.
- iv) Explain in short the characteristics of proposal writing.

UNIT - IV

4. a) Attempt **any one**. 5
- i) Define report. Explain the features of business report.
 - ii) Write a note on Mainbody of report writing.
- b) Write a report on **any one**. 5
- i) As a class representative, write a report of an accident causing injury to the fellow student and submit it to the workshop superintendent.
 - ii) A machine of your friend is out of order. He requests you to find out what is wrong with it. Draft a report of your investigation and ways and means for restoring it to working condition.

UNIT - V

5. a) Write an article on **any one** in about 200 words. 5
- i) Where there is will, there is a way.
 - ii) Corruption in India.
 - iii) Status of women in present society.
- b) Attempt **any one**. 5
- i) Show the comparative table showing the cost of any five mobile sets during the last five years.
 - ii) The following is the age wise readership of 'The Times of India'.

Age Group	Readership (in%)
26 - 35	17
36 - 45	33
46 - 55	22
56 - 65	28

Present the above data in the form of Bar graph.
