



RD-3939-40

M. Sc. (IT) (Sem. I) (ATKT) Examination

April / May - 2010

Communication Skills

Time : 3 Hours]

[Total Marks : 70

RD-3939

Instruction :

नीचे दृशावेक निशानीवाणी विगतो उत्तरवडी पर अवश्य दजवी. Fillup strictly the details of signs on your answer book.	Seat No. :
Name of the Examination :	<input type="text"/>
<input type="text" value="M. Sc. (IT) (Sem. I) (ATKT)"/>	<input type="text"/>
Name of the Subject :	<input type="text"/>
<input type="text" value="Communication Skills"/>	<input type="text"/>
Subject Code No. : <input type="text" value="3"/> <input type="text" value="9"/> <input type="text" value="3"/> <input type="text" value="9"/>	Section No. (1, 2,.....): <input type="text" value="1"/>
	<input type="text" value="Student's Signature"/>

Q-1 Explain the importance of Reading skills and state the characteristics of a good reader. 10

OR

State the characteristics of a good speaker and speech. 12

Q-2 Write short notes on: (Any two)

1. The use of punctuations.
2. Barriers to communication.
3. Use of visual aids during presentation.
4. Structure and lay-out of memo.

Q-3 A Draft a letter to Samsung air-coolers, P.O.Box 9610, Janakpuri, New Delhi 110058, asking for their latest catalog. 13

OR

A You are dealing with computers; You have received a letter from a prospective client who wants to buy a computer system from you and has also asked you advice for the best configuration. Draft a reply to this Client.

B Imagine yourself to be the Sports Secretary of your college. Write a Report on the Sports activities and achievements to be read at the annual function Of your College.

OR

B You are a government officer. People in your office smoke in their respective rooms. Write a notice telling them that smoking is not only hazardous or injurious but illegal.

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Name of the Examination :
M. Sc. (IT) (Sem. I) (ATKT)

Name of the Subject :
Communication Skills

Subject Code No. : 3 9 4 0 Section No. (1, 2,.....): 2

Seat No. :
□ □ □ □ □ □

Student's Signature

Q-4 Write paragraphs on: (Any two) 12

1. Books-our best friends
2. The Uses and abuses of Internet
3. The impact of movies on students
4. Importance of English

Q-5 You were assigned a project at office which you couldn't complete before the deadline. Draft an e-mail to your boss explaining him the situation and apoligising for the same. 13

OR

As the principal of a reputed school write a memo to an teacher who has been found doing partiality to few students.

Q-6 Q.6 Do as directed: 10

1. Give the synonyms of :
Modern, preserve, shelf, vacant
2. Make sentences.
Hatred, Defense, journey, pessimistic
3. Give the full form of:
WHO, CAT, UGC, SBI
4. Write the correct spellings:
Viseon, spectacles, honting, jewelery
5. Make a web of related words round the given words:
Hospital, hotel, management, economy.