



DDD-1716

B. Sc. (I.T.) (Sem. II) Examination

March / April - 2016

Business Communication Skills

Time : 3 Hours]

[Total Marks : 70

Instruction :

नीचे दशावेक निशानीवाणी विगतो उत्तरवडी पर अवश्य कभवी. Fillup strictly the details of signs on your answer book.	Seat No. :
Name of the Examination :	<input type="text"/>
<input type="checkbox"/> B. Sc. (I.T.) (SEM. 2)	<input type="text"/>
Name of the Subject :	<input type="text"/>
<input type="checkbox"/> BUSINESS COMMUNICATION SKILLS	<input type="text"/>
<input type="checkbox"/> Subject Code No. : <input type="text" value="1"/> <input type="text" value="7"/> <input type="text" value="1"/> <input type="text" value="6"/>	<input type="text"/>
<input type="checkbox"/> Section No. (1, 2,.....) : <input type="text" value="NIL"/>	<input type="text"/>
	Student's Signature

- 1 Answer the following : (any two)
 - (a) State the importance, format and structure of a Memo. 7
 - (b) As the manager of the bank, draft a memo to an employee who reads newspapers during office hours. 7
 - (c) As a project leader, draft a memo to an employee who has leaked out the confidential details of a project. 7

- 2 Answer the following : (any two)
 - (a) Draft an application along with a resume in a reputed I.T. Organization for the post of a Software Developer. 7
 - (b) Draft a report on the Annual Function and Prize distribution ceremony held at your Institute. 7
 - (c) As the General Secretary of your college union, draft a notice, agenda and minutes of the college union to discuss the participation of your college in the forth coming Tech. Fest. 7

- 3** Answer the following : (any two)
- (a) Explain the importance of Professional E-mail writing. **7**
State the key E-mail Etiquettes.
- (b) As a Project leader, draft an email to the team **7**
members assisting them about the project and also
informing about the work division.
- (c) What is meant by Information transfer ? Explain the **7**
different graphics with examples.
- 4** Answer the following : (any two)
- (a) What is meant by business letters ? Discuss its **7**
format and characteristics.
- (b) Pulkit Academy Ahmedabad writes a letter to Urkund **7**
Technologies Ltd. requesting quotation of different
educational CD's.
- (c) Write notes on the use of pie chart and graphs as **7**
important tools of information transfer.
- 5** Do as directed :
- (a) Give the meanings of the following phrasal words **6**
and construct meaningful sentences.
- (i) Bear with
- (ii) Stand out
- (iii) Take for
- (b) Give the meaning of the following idioms : **4**
- (i) Pillar to post
- (ii) Up in arms
- (iii) Hand in glove
- (iv) Face the music
- (c) Give one word for : **4**
- (i) Serving without pay
- (ii) Capable of being clearly read
- (iii) Large band of stars encircling the sky
- (iv) That cannot be endured or tolerated.