

# RD-3939-40

## M. Sc. (IT) (Sem. I) (ATKT) Examination April / May - 2010 Communication Skills

	: 3 Hours] <b>RD-3939</b>	[Total Marks : 7	70
નીચે Fillu Nam M. Nam	uction : દર્શાવેલ → નિશાનીવાળી વિગતો ઉત્તરવહી પર અવશ્ય લખવી. p strictly the details of → signs on your answer book. e of the Examination : Sc. (IT) (Sem. I) (ATKT) e of the Subject : communication Skills	Seat No. :  Student's Signature	
Q-1	Explain the importance of Reading skills and state the good reader.	characteristics of a	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.  OR		13
Α	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.		
В	Imagine yourself to be the Sports Secretary of your co on the Sports activities and achievements to be read a Of your College.		
	OR		

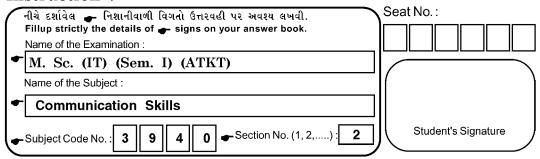
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B You are a government officer. People in your office smoke in their respective rooms. Write a notice telling them that smoking is not only

hazardous or injurious but illegal.

#### **RD-3940**

#### **Instruction:**



#### 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 apoligsing for the same.

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, SBL
- 4. Write the correct spellings: Viseon, spectacles, honting, jewelery
- 5. Make a web of related words round the given words: Hospital, hotel, management, economy.

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