



**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 दृश्यावलोकन निशानावाणी विगतो उत्तरवली पर अवश्य कर्तव्य।  
Fillup strictly the details of signs on your answer book.

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

Name of the Subject :  
Communication Skills

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

Seat No. :  
[ ] [ ] [ ] [ ] [ ] [ ]

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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**[Contd...**

## RD-3940

### Instruction :

नीचे दृशवित्त निशानीवाणी विगतो उत्तरवडी पर अवश्य दखवी.  
Fillup strictly the details of signs on your answer book.

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.