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Roll No. 19955612007

UNDER GRADUATE PROGRAMS

THIRD SEMESTER END TERM EXAMINATION :
NOVEMBER, 2013

COMMUNICATION SKILLS - I

Time : 3 Hrs.

Maximum Marks : 60

Note: Attempt questions from all sections as directed.

SECTION - A (24 Marks)

Attempt any 4 questions.

Each question carries 6 marks.

1. Draft and differentiate between Full Block style and Modified Block style of letter writing.
2. Mention any six characteristics of a report.
3. List three common errors that we should avoid while writing. Give examples.
4. Define : 'Agenda', 'Minutes', 'Notice'.
5. Discuss three patterns of paragraph writing.

P.T.O.

SECTION - B (20 Marks)

Attempt any two questions.

Each question carries 10 marks.

6. Draft a notice for the eleventh meeting of the Management Committee of the Staff Welfare Organization of Gitam Institute of Technology, Vishakhapatnam. Also write down the Agenda for the meeting. Invent the necessary details.
7. The Vice-Chancellor of Amity University is concerned about the increase in number of four-wheelers being brought to the campus and the rash driving of the students accompanied with it. A number of accidents have been reported too. She has asked the Registrar of the University to analyze the situation and send her a report. Draft the report in a *memo format* inventing necessary details.
8. Write a complaint letter to Vishal Electronics, Noida, U.P. for supplying inferior quality television sets to your organization. State the inconvenience it has caused you and why you would like the mistake to be rectified. Draft the letter in Full Block style inventing the other necessary details.

SECTION - C (16 Marks)

(Compulsory)

9. 'Communication is the backbone of an organisation.' Justify the statement with special reference to written communication.
