

4. Write a detailed note on the factors to be taken into consideration while planning a presentation.

Or

Discuss in detail the importance of presentation in meetings and public gatherings. **15**

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AA-683

M.C.A. EXAMINATION, Dec. 2018

(First Semester)

(B. Scheme) (Re-appear Only)

HUM507B

COMMUNICATION SKILLS

Time : 3 Hours]

[Maximum Marks : 75

Before answering the question-paper candidates should ensure that they have been supplied to correct and complete question-paper. No complaint, in this regard, will be entertained after the examination.

Note : All the questions are compulsory.

1. (a) What do you know about the format of a memo ? Discuss the advantages of the memo form.

Or

Draft a memo declining the grant of deputation to an employee still on probation. **10**

- (b) Discuss the form and structure of a business letter.

Or

Suppose you want to take a car loan from State Bank of India. Write a letter to the Chief Manager, SBI branch of your locality requesting him/her to send you all the information related to SBI car loans. **10**

2. (a) What is Resume ? What details are usually included in it ?

Or

Draft a resume for the post of the Secretary of a large public limited company. **10**

- (b) Write an application in response to the following advertisement :

“Wanted an assistant for the cooperative store of an educational institute. Apply with testomorials, stating age, qualifications and salary expected to the Principal, S.D. School Ambala. **10**

Or

What do you know about statement of purpose ?

3. (a) Discuss the key features of a technical report. **10**

Or

Write a report about the need to computerise the activities of your department.

- (b) Explain the importance of Technical Report. **10**

Or

Draft a report on the need to introduce some incentive schemes to boost the sales of the company.