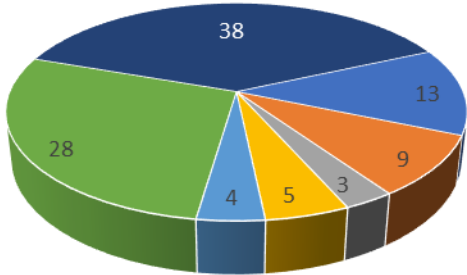| ACAD-27 a)	Shri Ramdeobaba College of Engineering and Management, Nagpur -440013	Iss. No.: 01, Rev. No.: 00
Ref. Clause(s): 9.1		Date of Rev: 01/01/2018
Department: CSE (Data Science), Humanities	Semester: III Course Code: HUT253 Course Name: Business Communication	Page: 01/01
Programme: BE	Test 2	Date of Exam: 17/02/2022
Max Marks: 15	Session: 2021-22	Time: 1 Hr

PLEASE NOTE THE FOLLOWING

1. Anything that is copied word-by-word from any source from the internet will be taken as copying and ZERO marks will be allotted to such an answer
2. If the class/lecture slides are copied word-to-word then ZERO marks will be allotted
3. Points from the prescribed text book will be welcome. But they have to be answered in your own words
4. If answers of two or more students are found to be the same in text, then that would be treated as copying and zero marks will be allotted to all the students whose answers are same or similar.
5. Any late submission of paper (beyond 15 mins) or resubmission of paper (as visible in the history) will be considered under unfair means and the course teacher will have the freedom to NOT evaluate the paper.
6. All questions will be given marks as per the following rules:
   a. Point headings
   b. Each point heading is explained with logic and examples
   c. Any answer which specifically does not answer the question is not an answer. E.g. if a question on feasibility report is asked and the student is beating around the bush, is giving no examples or explanation that explains a feasibility report, then that is not an answer.
   d. Minimum points per answer would be equal to marks allotted to the answer – e.g. if the question is for 7 marks then minimum of 7 points headings **with proper explanation and example** will be treated as a good answer.
   e. Use of illustrations/sketches will fetch additional marks.

Que. No		Marks	CO

Q.1	Explain the following:
	    1. Difference between an annual and a project report
	Answer: Expectation
	What is an annual report and why/when is it written?
	What is a project report and why/when is it written?
	Give the difference in components of each
	
	    2. Why are progress and feasibility reports created
	Answer: Expectation
	Explain the definition of a progress report and why/when is it written
	Explain the definition of a feasibility report and why/when is it written
		(05)	CO2

Q.2	*Identify the correct graph to be made in the data given below. Convert the data by following all the guidelines of creating and presenting a graphic in a report with due consideration to all the objectives of business communication:*	(05)	CO4

A survey of students was conducted worldwide by the World Education Society. Data was collected from 30 countries from a sample of 30 lakh students. In its survey, the agency asked questions on why students drop out of colleges or schools and the students reported many reasons. The top reasons were presented by the agency in its report in 2020. Thirteen percent of sample reported that poor social fit as the reason for drop out. Another 9% reported lack of family support as the reason. Only 3% of the sample gave mental or emotional issues as the reason for drop out, while 5% gave health issues as the reason for drop out. Four percent of the sample found the college too far to commute and thus has to take the decision to drop out, while 28% of the sample failure to clear the courses as a reason for dropping out. The remaining 38% quoted financial pressure as the reason for dropping out of college.

Answer:
Expectation was the following:
Correct graph in this case is a pie chart as it is talking about share out of a total – 1 mark
introductory statement, graph number, graph title (before the graph and not below it), source, a paragraph on analysis of the graph.

Figure-1 presents the reasons for college and school dropout rate. The data was collected 2020 from 30 countries covering about 30 Lakh students. The survey was conducted by World Education Society.

Figure-1: Reasons for College and School dropout rate in 30 countries (in %)

Legend:
- Poor Social Fit
- Lack of family support
- Mental or emotional issues
- Health issues
- Distance
- Failure to clear course
- Financial pressure

Source: World Education Society, 2020

	The study found seven reasons that students gave for their drop out from schools or colleges (see figure-1). Even though the data collected was in 2020, only a very small percentage reported mental and physical health issues are reasons for dropping out. This was the time when the pandemic had hit the world. Financial pressure and failure to clear courses accounted for 41% of the reasons. However poor social fit and lack of acceptability in the social circle or the inability to make friends was the top most reason for students to drop out.		

Q.3	What points would you put forward to get selected if you are assigned the topic "India after 2014" in a GD?
	
	Answer
	Expectations
	    1. Understanding that the political power changed in India from 2014
	    2. Explaining how India changed since the political leadership changed – any negatives then give data and reasons and for the positives give data and reasons
	    3. Your conclusion whether the same political leadership has led the country well or not.
	
	Each of the points have to be supported with reason and data (wherever required).
		(05)	CO5