

- Q.21 Place an order for the purchase of furniture for newly built office.
- Q.22 Write a complaint regarding improper functioning of newly purchased wrist-watch.

No. of Printed Pages : 4
Roll No.

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SECTION-D

Note: Long answer type questions. Attempt any two questions out of three questions. (2x8=16)

- Q.23 Write a resume for the apprenticeship in the library.
- Q.24 Write a notice for fund collection for the victims of earthquake.
- Q.25 Write a report to General manager regarding low sale of cosmetic products in your area.

Time : 3 Hrs.

M.M. : 60

2nd Sem. / LIS

Subject : Professional Communication - I

SECTION-A

Note: Multiple choice questions. All questions are compulsory (6x1=6)

- Q.1 Enquiry letters are written to know about _____
a) Product details b) Status of company
c) Mode of payment d) None of these
- Q.2 Which is a type of informal Communication_____
a) Oral Communication
b) Written Communication
c) Downward Communication
d) Consensus
- Q.3 Circulars are written to give information to _____
a) A set of employees b) An employee
c) To all the employee d) None of these

Q.4 Which element completes the Communication process-

- a) Sender
- b) Receiver
- c) Message
- d) Feedback

Q.5 Presentations can be used _____

- a) While presenting a report
- b) To launch a new product
- c) Both a & b
- d) None of these

Q.6 Corrigendum is written to_

- a) Promote a product
- b) To sell a product
- c) To rectify a printed error.
- d) To give information

SECTION-B

Note: Objective/ Completion type questions. All questions are compulsory. $(6 \times 1 = 6)$

Q.7 What are the minutes of the meeting?

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Q.8 What is speed post?

Q.9 Draw the format of memorandum.

Q.10 What is a circular.

Q.11 What is horizontal Communication?

Q.12 What is a report?

SECTION-C

Note: Short answer type questions. Attempt any eight questions out of ten questions. $(8 \times 4 = 32)$

Q.13 Draw the format of an office order.

Q.14 What are the occasions to issue a press release?

Q.15 What is resume?

Q.16 What is an E-mail? Write two advantages of E-mail.

Q.17 What is formal Communication?

Q.18 Write a memo to an employee for his habit of coming late to the office.

Q.19 Write a circular regarding change in office timings due to excessive heat.

Q.20 Write an enquiry letter for the purchase of computers for office to maintain record.

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