

Time : 2½ Hours]**[Total Marks : 70****Instruction :** Write answers of **all** the questions in main answer sheet.

1. Answer the following multiple choice questions. **15**
- (1) How many types of most common Reports ?
(a) 5 (b) 2
(c) 10 (d) 4
 - (2) Which of the following will destroy your credulity in technical writing ?
(a) Poor Grammar (b) Typographical errors
(c) Poor Format (d) All of the above
 - (3) Which year internet received an official definition ?
(a) 1980 (b) 1996
(c) 1995 (d) 1976
 - (4) In team projects the leader should :
(a) Create schedules (b) Assign duties
(c) Encourage group participation (d) All of the above
 - (5) What do the diamonds in a flowchart represent ?
(a) Modification (b) Steps
(c) Decision (d) Stops
 - (6) How would you describe a process ?
(a) A prescription of the steps that user takes to perform a task
(b) A description of the overall performance of a system
(c) A description of a system or how a system operates
(d) A series of steps taken to perform an action in a task
 - (7) When designing a resume which of the following type of details must be presented in reverse chronological order ?
1. Education 2. Personal data
3. Employment 4. Career Objectives
(a) 1 and 2 (b) 1 and 3
(c) 3 and 4 (d) 2 and 4
 - (8) When we speak _____ our voices create high and low sounds.
(a) Enunciation (b) Pitch
(c) Pauses (d) All of the above
 - (9) In which type of speech you are asked a Question and you will have to organize your thoughts and answer the question quickly ?
(a) Extemporaneous Speech (b) Impromptu Speech
(c) Memorized Speech (d) Manuscript Speech

- (10) _____ are useful for presenting abstract information in technical filed such as electronics and engineering.
- (a) Bar charts (b) Schematics
(c) Pie charts (d) Icons
- (11) In team projects the leader should :
- (a) Create schedules (b) Assign duties
(c) Both (a) and (b) (d) None of these
- (12) Recommendation reports second name is _____
- (a) Feasibility Report (b) Progress Report
(c) Trip Report (d) Lab Report
- (13) Which of the following is not necessary in effective oral presentation ?
- (a) Abbreviation (b) Introduction
(c) Conclusion (d) All of the above
- (14) _____ is use to show Chronological Activities.
- (a) Line Chart (b) Photograph
(c) Gantt chart (d) All of the above
- (15) When writing an email it is generally a good idea for your paragraphs to be _____
- (a) Short
(b) Long
(c) In a huge font making them easier to read
(d) None of the above

2. Answer any **five** of the following : **15**
- (1) Explain Excel advantage and disadvantage.
(2) How can you achieve clarity in interview ?
(3) List all chart and explain any one.
(4) Explain Research paper.
(5) Explain online resume.
(6) Differentiate Extranet and Intranet.
3. Attempt any **three** of the following : **15**
- (1) Define techniques for writing effective E-MAIL.
(2) Write a short note on letter. Also give brief about different type of letters.
(3) What is Memo ? Discuss how it is useful for a company.
(4) List type of Report and explain any one with example.
4. Attempt any **two** of the following : **15**
- (1) Explain internet with history.
(2) List and explain types of oral presentations.
(3) Explain all types of Resume with example.
5. Attempt any **one** of the following : **10**
- (1) Explain Chunking with all design patterns.
(2) What are the criteria for an effective letter ? Explain all type of letter format.