



**MAW-003-1014001** Seat No. \_\_\_\_\_

**B. Sc. (Sem. IV) (CBCS) (W. I. F. 2016) Examination**

**March / April - 2018**

**Scientific Technical Communication Skills**

**Faculty Code : 003**

**Subject Code : 1014001**

Time :  $2\frac{1}{2}$  Hours]

[Total Marks : 70

**1 Attempt any two : 14**

- (1) Write a letter to a friend who is going abroad with parents.
- (2) Write a letter to a friend who has lost his father.
- (3) Write a sales letter for the newly launched computer in the market highlighting its salient features.
- (4) Write a sales letter for newly launched toothpaste in the market.

**2 Attempt any two : 14**

- (1) What is a business report ? Explain the stages of preparing a business report.
- (2) Draft a report on general inefficiency and negligence of duty by the staff in Rajkot branch.
- (3) Write a press report on the seminar held at your college on the current economical trends.
- (4) Write a press report on a serious bus accident.

**3 Attempt any one : 14**

- (1) Write an application for the post of a news reporter with resume.
- (2) Write an application for the post of a lecturer for Chemistry in science college subject with resume.

**4** Attempt any **two** : **14**

- (1) What is an interview? Explain the structure of an interview ?
- (2) What are the types of interview ?
- (3) What are the guidelines for the interviewee ?
- (4) How is an interview conducted ?

**5** Attempt any **two** : **14**

- (1) Prepare a questionnaire to survey reading habits of college students.
- (2) Prepare a questionnaire to survey investment habits of the middle class people.
- (3) Prepare a questionnaire to survey economical condition of farmers in your district.
- (4) Prepare a questionnaire to survey shopping habits of working women.

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