



PBF-003-1013001 Seat No. _____

B. Sc. (Sem. III) (CBCS) (W.E.F. 2016) Examination

November / December - 2018

Scientific Technical Communication Skills

Faculty Code : 003

Subject Code : 1013001

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

[Total Marks : 70

Instruction : Figures to the right indicate marks.

1 What is Group Personality ? What are the essential characteristics of group personality ? 14

OR

1 What skills are necessary as a chairperson for conducting a meeting successfully ? 14

2 Draft a memo for the employee who has not completed the work in time. Ask him to give written explanation for the delay. 14

OR

2 Discuss the importance of agenda and important points for developing it. 14

3 Write a detailed note on the objectives of effective oral presentation. 14

OR

3 Discuss the advantages and disadvantages of oral presentation. 14

4 Explain the types of attitudes and the ways to reduce Negative Attitude. 14

OR

- 4 Discuss the factors that shape attitude. 14
- 5 Write short notes on any **two** of the following : 14
- (1) Advantages and disadvantages of Fax
 - (2) Advantages of Email
 - (3) Advantages of video conferencing.
 - (4) Common mistakes in web-writing.
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