



JAK-003-1013001 Seat No. _____

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

November - 2019

English

(Scientific Tech. Commu. Skills)

(New Course)

Faculty Code : 003

Subject Code : 1013001

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

[Total Marks : 70

Instruction : Figures to the right indicate maximum marks.

1 Answer any two of the following : 14

- (1) Group Personality
- (2) Brain Storming
- (3) Seminar
- (4) Conference

2 Write a notice of an annual general meeting of your company with agenda. 14

OR

2 Prepare Minutes of above meeting and write office circular. 14

3 What are Presentation Skills ? What are its objectives? 14

OR

3 What are the advantages and disadvantages of Presentation Skills? 14

4 Discuss nature, meaning and influence of attitude. 14

OR

4 Explain positive and negative attitude. 14

5 Answer any two of the following : 14

(1) Fax

(2) E-mail

(3) Video conferencing

(4) Web Writing.
