



DCI-001-2026001

Seat No. _____

B. S. W. (Sem. VI) Examination

July - 2022

Social Work : Paper No. - 34

(Communication Skills-6)

(New Course)

Faculty Code : 001

Subject Code : 2026001

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

[Total Marks : 70

- 1 Answer the following questions in detail : (Any One) 12
- (1) Write the essential Qualities of a Business letter.
 - (2) Write a detailed note on methods of data analysis and their limitations.
 - (3) Discuss how data interpretation is a skill ?
- 2 Short Notes : (Any Three) 18
- (1) Outward Appearance of a Business letter.
 - (2) Data Analysis.
 - (3) Your Attitude.
 - (4) Explain the Technique of data Analysis.
- 3 Study the table below and answer the following questions 10 in reference to it.

Route	February Passengers	March Passengers	April Passengers
Rajkot-Ahmedabad	27,498	26,990	27,537
Rajkot-Junagadh	21,007	21,125	20,980
Rajkot-Morbi	22,446	22,125	22,137
Rajkot-Jamnagar	19,315	19,312	19,316
Rajkot-Bhuj	15,716	15,946	16,212

- (1) What is the total of passengers travelled to Morbi in the three months ?
- (2) Which route shows consistence increase in the number of passengers ?
- (3) What percentage of passengers travelled to Ahmedabad in the month of January ?
- (4) What is the total of passengers in all the three months ?
- (5) Which route has minimum numbers of travelers?

4 Answer the following questions : (Any **One**) **10**

- (1) Draft an advertisement for cold Drink.
- (2) Draft a press release on the celebration of Women's Day in your college.

5 (a) Answer the following questions : (Any **One**) **10**

- (1) Write an inquiry letter for crockery Items.
- (2) Acknowledge an enquiry for Syntax tank supply in large number. Draft a suitable reply with Quotation and special terms.

5 (b) Paragraph Writing : (Any **Two**) **10**

- (1) Hard Work
 - (2) Time management
 - (3) Friendship
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