



Seat No. _____

H-003-2014001
B. Sc. (Sem. IV) (CBCS) (WEF-2016)
Examination
April - 2023
Scientific Technical Communication Skill

Faculty Code : 003
Subject Code : 2014001

Time : $2\frac{1}{2}$ Hours / Total Marks : 70

- 1 Attempt any two of the following : 14
- (1) Discuss the parts of business letters in detail.
- (2) Draft a complaint letter for defective goods on behalf of Jalaram Sales Agency, Rajkot.
- (3) Draft a letter to your bank requesting to update your address in the savings account.
- 2 As a Secretary of the committee, draft a report on feasibility of opening a new branch of your company. 14
- OR**
- 2 Write a note on types of reports and discuss them in detail. 14
- 3 Write a solicited application for the post of a manager showing two year experience in the related field. 14
- OR**
- 3 Draft an application for the post of a laboratory technician as a fresher. 14
- 4 Explain the types and structure of interview. 14
- OR**
- 4 What preparations are required by the interviewee to face interview successfully? 14
- 5 Draft a questionnaire to survey the socio-economic conditions of farm labourers. 14
- OR**
- 5 Draft a questionnaire to survey the reading habits of college students. 14