



Seat No. _____

HAO-003-2013001
B. Sc. (Sem. III) (CBCS)
(W.E.F. 2019) Examination
June - 2023
Scientific Technical Communication Skill

Faculty Code : 003
Subject Code : 2013001

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

1 What is interpersonal communication? Discuss its characteristics in detail. **14**

OR

1 Explain the characteristics of group personality and its advantages in decision making.

2 Draft minutes of the First Board Meeting of a company. **14**

OR

2 (a) Draft a notice requesting employees to participate enthusiastically in the blood donation camp being organised in the institution.

(b) Draft a memo warning an employee against his habit of leaving the work place before completion of office hours.

3 Discuss the outline of presentation in detail. **14**

OR

3 Write in detail about visual aids and their advantages and disadvantages in presentation.

4 Discuss how self-development and communication are inter-dependent. **14**

OR

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[Contd...

4 What is the role of positive attitude in effective communication?
How can it be acquired ?

5 Write short notes on any **two** : **14**

- (1) Fax
 - (2) Advantages and Disadvantages of e-mail.
 - (3) Video Conferencing
 - (4) Web-writing
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