



**DAF-003-1014001** Seat No. \_\_\_\_\_

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

**April - 2022**

**Scientific Technical Communication Skills**

**Faculty Code : 003**

**Subject Code : 1014001**

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

[Total Marks : 70

**Instruction** : Figures in the right indicate marks.

**1** Attempt any **two** : **14**

- (1) On behalf of Surya Steel, Junagadh, draft a letter of order for 30 cupboards, 35 writing table and 50 chairs.
- (2) Write a sales letter for the newly launched washing machine in the market.
- (3) On behalf of ABC Bank, write a letter to MR. Akash Bhatt, informing him that his application for Housing Loan of Rs. 10 lakh has been approved by the bank. Ask him to contact the manager of the bank at his convenient time.
- (4) Your long-time customer, Shubham Kitchen-wares, Porbandar, has not placed any order for last six months. Write a letter to persuade them to continue buying kitchen ware items from you.

**2** Attempt any **two** : **14**

- (1) What is report ? Write a note on various parts of it.
- (2) As a District Education Officer, draft a report on the renovation of a school building which is required from safety point of view.
- (3) What care should be taken while drafting a report ? Explain.
- (4) Write a press report on the job fair organized by M. K. Gandhi Commerce College, Morbi.

- 3** Attempt any **one** : **14**
- (1) Write an application with resume to Delta Ceramic, Wankaner, for the post of Laboratory Assistant in the company.
  - (2) Write an application to the Principal, Nandlal Shah College of Commerce and Management for the post of Physical Training Teacher.
- 4** Attempt any **one** : **14**
- (1) Discuss the types of interviews.
  - (2) Discuss the important guidelines for the interviewee.
- 5** Attempt any **one** : **14**
- (1) Prepare a questionnaire to survey the extra-curricular activities in the colleges in Saurashtra region.
  - (2) Prepare a questionnaire to survey the living condition of industry workers in Rajkot, Jamnagar and Morbi.
  - (3) Prepare a questionnaire to survey the habit of online shopping among the college goers of a state.
  - (4) Prepare a questionnaire to survey the habit of watching movies in theatres in urban areas.
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