



DX-003-1014001

Seat No. _____

B. Sc. (Sem. IV) Examination

April - 2022

English

(Scientific Technical Communication Skills)

Faculty Code : 003

Subject Code : 1014001

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

[Total Marks : 70

Instructions : (1) Figures in the right side indicate marks.
(2) Attempt any Five Questions.

- 1** Answer the following questions. **14**
- (1) Write a letter to your customer informing him that his request for home loan amount Rs 10 lakh has been approved by the Bank.
- (2) Write a letter to ABC Agency Ahmedabad informing that some of the glasswares sent by them are broken. Ask the supplier to replace the broken glass wares.
- 2** Answer the following questions. **14**
- (1) Write a sales letter for newly launched TV highlighting its features.
- (2) As a principal of a science school write a letter to Cloud Computers, Rajkot inquiring the annual maintenance charges for the computer laboratory of your school,
- 3** Answer the following questions. **14**
- (1) Write a short note on the essential requirements of a good report.
- (2) Write a report to the president of municipality on the need for sports facilities in the city.

- 4 Answer the following questions. **14**
(1) Write a press report on the two day book fair held at your college campus.
(2) Write a press report on NSS camp organized by your college.
- 5 Write an application for the post of Chemistry Lab Assistant with resume. **14**
- 6 Write an application to a pharmaceutical company for the post of marketing, manager with resume. **14**
- 7 Answer the following questions. **14**
(1) Write a short note on the art of interview.
(2) Discuss the guidelines for an interviewer.
- 8 Answer the following questions. **14**
(1) What are essential features of interview? Explain.
(2) Discuss various styles of interview.
- 9 Answer the following questions. **14**
(1) Prepare a questionnaire to survey the reading habit of senior citizens of Saurashtra.
(2) Prepare a questionnaire to survey the sports facilities and activities in the private schools of Rajkot.
- 10 Answer the following questions. **14**
(1) Prepare a questionnaire to survey the habit of watching TV programmes.
(2) Prepare a questionnaire to survey the habit of net banking in urban area.
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