

B. N. BANDODKAR COLLEGE OF SCIENCE, THANE
F.Y.B.Sc. (INFORMATION TECHNOLOGY) SEMESTER – I EXAMINATION; OCTOBER
2014
COURSE CODE– USIT101

Duration: 2½ Hrs

Marks: 75

Total

N.B. 1. All questions are compulsory.

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| Q. 1 | Answer any two out of following | 10 |
| | a Define ‘Noise’. What are its effects on the communication process? | |
| | b Write a note on clearness and courtesy in detail. | |
| | c How do you prove that symbolizing, framing and contextual patterns contribute to effective communication? | |
| | d Explain the components of communication. | |
| Q. 2 | Answer any two out of following | 10 |
| | a “Verbal communication is more important than non-verbal communication”. Discuss. | |
| | b Write notes on i. Organizational barriers ii. volume | |
| | c State the methods of overcoming barriers to communication. | |
| | d Write a note on gestures and posture. | |
| Q. 3 | Answer any two out of following | 10 |
| | a Discuss the structural elements of a business letter. | |
| | b Do you agree that ‘Business letter should be according to reader’s point of view’? Justify | |
| | c Recently you joined a company as a general manager. Give guidelines to the employees for writing business letter. | |
| | d What is your opinion on the use of abbreviation and acronyms in email? | |
| Q. 4 | Answer any two out of following | 10 |
| | a What factors should be borne in mind about the construction of effective sentences? | |
| | b What is a clichés? Why should it be avoided in writing reports? | |
| | c Explain how a formal written report differs from any other precise writing. | |
| | d Write a note on denotative words, concrete and specific words. | |
| Q. 5 | Answer any two out of following | 10 |
| | a What is the importance of note-making? | |
| | b Discuss the principle of precise writing. | |
| | c What are the barriers of listening? How do you overcome them? | |
| | d What are the undesirable reading habits? | |
| Q. 6 | Answer any two out of following | 10 |
| | a Explain the concept of numbers expressed in figures. | |
| | b Explain abbreviating technical terms in detail. | |
| | c Define transcribing numbers. Illustrate by giving proper example. | |

d What is meant by 'sentence-linkers'? Illustrate by giving proper example.

Q. 7 Answer *any three out of following*

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a Explain the concept of completeness, conciseness and clarity with proper example.

b Write a short note on physical and semantic barriers.

c Write a note on movement and posture?

d Explain the informal reports writing in detail.

e Explain any three types of reading skills in detail.

f Explain the hyphens and use of compound word with hyphens.

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