

Roll No. ....

Total Pages : 3

**334205**

May, 2019

**B.Sc. - II SEMESTER**

**Communication Techniques for Production-II**

**(B.Sc.(A)-18-205)**

Time : 3 Hours]

[Max. Marks : 75

*Instructions :*

1. *It is compulsory to answer all the questions (1.5 marks each) of Part-A in short.*
2. *Answer any four questions from Part-B in detail.*
3. *Different sub-parts of a question are to be attempted adjacent to each other.*

**PART-A**

1. (a) Verbal communication. (1.5)
- (b) Freelance. (1.5)
- (c) Intrapersonal communication. (1.5)
- (d) Difference between Table of Contents and Index. (1.5)
- (e) Cover page and Title page. (1.5)
- (f) Bulk Mails. (1.5)
- (g) Abstract. (1.5)

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- (h) Bibliography. (1.5)
- (i) Impact of Punch Lines. (1.5)
- (j) Documentation. (1.5)

**PART-B**

- 2. (a) As the President of the Student Association, E-mail a circular inviting the views with regard to the name of the college magazine. Use proper format. (10)
- (b) Difference between Heading and Inside Address. (5)
  
- 3. (a) What is a flow chart? Explain any two types of flow chart with examples. (5)
- (b) What is E-mail? Write a note on the organization and the functioning of e-mail systems. What are the services they provide? (10)
  
- 4. Discuss the role of websites and social media in creating environmental awareness and its success or failure as a watch dog with reference to at least two recent examples. (15)
  
- 5. (a) Describe some barriers to effective communication with relevant examples. (5)
- (b) Define communication. Do you think that communication plays a role in the socio economic development of country? (10)

- 6. (a) Describe the process of connecting to and interacting with a person sitting at a long distance through internet. (10)
- (b) Describe some key attributes of effective communication in PPT. (5)
  
- 7. Discuss the format of a 'Progress report' of a project. Mention its essential elements. (15)

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