

1. All questions are **compulsory**.
2. All questions carry **equal** marks.
3. Draw **neat, labelled diagrams** wherever necessary

Q.1 Attempt the following (Any Three)

[15 Marks]

- a. What is Communication? Explain Verbal and Non Verbal Communication.
- b. Give different barriers in effective communication.
- c. Write a letter to Head of Department seeking for permission to grant leave for one week to attend sister's wedding at native place.
- d. Give the process of writing a letter.
- e. Give different components of letter.
- f. Write a letter to Municipal Corporation regarding continuous cut-off of electricity supply in your residential area.

Q.2 Attempt the following (Any Three)

[15 Marks]

- a. Give the ethics while writing an email.
- b. What are Memo?
- c. Write an Email to Project Leader seeking for the permission to extend deadline for project completion.
- d. Create a Notice to inform the residential area regarding the duration of water supply.
- e. What are the advantages of Delivery of Minutes?
- f. Give the guidelines for composing Brochures.

Q.3 Attempt the following (Any Three)

[15 Marks]

- a. What is Informal Report?
- b. Write a Report on Cultural event organized by the college.
- c. What are the important points to consider while preparing Report?
- d. What should be included in Business Report?
- e. Give the difference between Research report and Progress report.
- f. Write a Report on Marathon organized by the college.

Q.4 Attempt the following (Any Three)

[15 Marks]

- a. How does Visual Aid enhance the Report?
- b. Write a note on Abstract. Give its structure.
- c. Mention the steps to write User Manual.
- d. What are different types of Summary?
- e. Give the elements to organize the Report.
- f. Give different types of Visual Aids? Explain any two.

[15 Marks]

Q.5 Attempt the following(Any Three)

- What is a definition of Information Ethics?
- Give the Lifecycle of Information.
- Define Ontological commitment.
- Describe second stage of Information Ethics.
- What is method of abstraction?
- What role does information ethics play in guiding decision-making and behavior in the digital era?

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