

# C.U.SHAH UNIVERSITY

## Summer Examination-2017

**Subject Name: Communication and Research Skills**

**Subject Code: 5CS01WRS1**

**Branch: M.Sc.IT (WebTech)**

**Semester: I**

**Date: 30/03/2017**

**Time: 10:30 To 01:30**

**Marks: 70**

**Instructions:**

- (1) Use of Programmable calculator and any other electronic instrument is prohibited.
  - (2) Instructions written on main answer book are strictly to be obeyed.
  - (3) Draw neat diagrams and figures (if necessary) at right places.
  - (4) Assume suitable data if needed.
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### SECTION – I

**Q-1 Answer the following in brief: (07)**

- a. What is paragraph?
- b. Define: *Topic Sentence*
- c. Define: *Communication*
- d. How do we write date in business letter? Cite example.
- e. What is the basic difference between abstract and summary?
- f. What are the progress reports?
- g. Why do we write *memo*?

**Q-2 (a) Explain the levels of communication with examples. (07)**

- (b) As a Head of the Department of Computer Science of K. B. Shah Science college, place an order of 50 Computers and other equipment you require to establish a computer lab from the next academic year. Write a letter to Apex Computer Pvt. Ltd., Delhi. (Use Indented Style) (07)

**OR**

**Q-2 (a) What is Informal Communication? Write a detailed note on it with examples. (07)**

- (b) Write a complaint letter to ABC Private Limited Company, Surendranagar for sending you some computer equipment in defective condition. (Use Modified Block Style) (07)



**Q-3**

**Attempt all questions**

- (a) As a Principal of the college, write a letter to all the students and faculties of your college regarding changes made in college timing due to celebration of Sports Week in the college. (07)
- (b) As a Head of the Department, write a memo to one of your departmental faculties for reporting late in college every day. (07)

**OR**

**Q-3**

- (a) As a Head of the Department, you wish to buy 100 pen drive that you wish to present to your last semester students on farewell ceremony. Write a letter to XYZ Disc Pvt. Ltd. Ahmedabad, asking for quotation of it. (07)
- (b) Write a notice to the students of the semester I of your class whose attendance is below criteria of the university. (07)

## **SECTION – II**

**Q-4**

**Attempt the Following questions:**

- a. Define: *Research* (01)
- b. What is *Population* in research? (01)
- c. Explain the term: *Abstract* (01)
- d. What is *Qualitative Research*? (01)
- e. When do we write copyright notice? (01)
- f. What is difference between null hypothesis and alternate hypothesis? (02)

**Q-5**

- (a) What is Research Process? Explain the various steps of research process. (07)
- (b) Draft a coherent paragraph on '*The use of e-content has reduced the important of books*'. (07)

**OR**

**Q-5**

- (a) What is questionnaire? Why it is needed in research? Explain. (07)
- (b) Write a coherent paragraph on '*This is my most favourite book because.....*' (07)

**Q-6**

- (a) ABC Pvt. Ltd. Co., Noida, UP, needs 120 computer trainees for the company. (07)  
Draft a suitable resume you would like to send to the HR Manager of the



company.

(b) What is hypothesis? Draft any two hypotheses you would like to work on. (07)

**OR**

**Q-6** (a) What is paragraph? Describe the characteristics of a good paragraph. (07)

(b) What is research paper? Explain the main elements of research paper. (07)

