

[79]

SYBSW (SE) SEMESTER – IV (CBCS)

(UA04FBSE01) CORPORATE COMMUNICATION - II

MONDAY, APRIL 9, 2018

TIME: 02:00 PM – 04:00 PM

TOTAL MARKS: 60

Q:1 Choose the correct option from the multiple choice questions.

[15]

(Each Question Carries One Mark)

1. What is the synonym of 'Jargon'?
A. Shoptalk B. Splendor C. Mix D. Pledge
2. Which is not the characteristic of report writing?
A. Relevance B. Brevity C. Absurd D. Clarity
3. Which carries the information from someone who has it to someone who needs it?
A. Script B. Report C. Letter D. Minutes
4. Which is defined as an official list of business to be transacted during meeting?
A. Notice B. Report C. Letters D. Agenda
5. What is the meaning of this symbol, '[]' ?
A. Centre Text B. Move text Left C. Move text Right D. Insert
6. Which part of the meeting recorded in a tabular form or in the form of paragraphs?
A. Report B. Notice C. Agenda D. Minutes
7. What is the meaning of the French word, 'Bizarre'?
A. Masterpiece B. Colleague C. Strange D. Men of Wit
8. What is required as essential safeguard against tampering?
A. Table of Contents B. Signature C. Title Page D. Introduction
9. What is the first step for preparing report?
A. Analysis B. Writing Report C. Taking Notes D. Investigation of information
10. Which thing comes first to arrived on suitable decision in the meeting?
A. Notice B. Agenda C. Minutes D. None
11. What is the meaning of the German word, 'Eureka'?
A. Recommendations B. I have found it C. The common D. Subjectivity
12. Who says, "A report is a communication from someone who has some information to someone who wants to use this information."?
A. C. A. Brown B. Merriam Webster C. R. C. Boucher D. Harold Pinter

(P.T.O.)

13. Which is the thing we avoid while writing report?

A. Begging the questions B. Accuracy C. Brevity D. Relevance

14. What kind of report deals with the non-recurrent problems?

A. Periodical B. Informal C. Formal D. Special

15. What is not the subject of statutory meeting?

A. Dividend B. Chairman's Speech C. Statutory report D. List of Shareholders

Q:2[A] Give the detail note on the Preparing the Report. [15]

OR

[B] Draft Notice, Agenda and Minutes of Statutory Meeting of Gujarat Chemicals Limited. [15]

Q:3[A] Draft the individual report on the starting New Cinema. [15]

OR

[B] 1. Punctuation Marks. [15]
2. Traps to avoid while writing Reports

Q:4 Write any two short notes: [15]

1. What is Homonyms? Give Five Examples with sentence.
2. Characteristics of Good report.
3. Proof Reading.
4. Notice and Agenda.

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