

30-3-2016

DOON UNIVERSITY

MID-TERM EXAMS MARCH 2016, SCHOOL OF TECHNOLOGY

MSc. INTEGRATED, 2nd SEMESTER, TECHNICAL WRITING, STM-510

Time-2hrs

MM-30

Section-A

(2x4=8)

Do not use more than 25 words in any answer related to this section.

Define the following terms with suitable examples:

1. Communication.
2. Levels of Communication.
3. Non-Verbal Communication.
4. Technology enabled Communication.

Section-B

(5x2=10)

Do not use more than 100 words in any answer of this section.

5. Write a letter to an MNC giving details about your inability to deliver their order for certain computer software programmes.
6. You work for a certain MNC with branches in various countries. What kinds of communication barriers do you need to overcome in your professional life?

Section- C

(6x2=12)

7. You are an expert in your field of work and have been invited to be a part of the interview panel selecting new candidates for your department. What kind of oral communication skills would you keep in mind while assessing the candidate's potential?
8. You are the Head of your Department which has been blamed for incompetency in managing an important project and misusing funds. How would you conduct a meeting to find out and rectify the problem? Explain in the form of dialogues spoken by you and your subordinates. (You may name them A, B, C, D etc.)