



DOON UNIVERSITY, DEHRADUN

Mid Semester Examination - 2014

School of Communication

Five-year Integrated M.A. Communication Programme- Semester I

COMM: 103 - Basic Computer Application for Media

Time Allowed: 2Hours

Maximum Marks: 20

The remaining 10 mark of evaluation is based upon the assignment to be submitted on the day of examination.

Note: Attempt All Questions from Sections A and B

SECTION: A (Short Answer Type Questions to be answered in about 150 words. Attempt any Five Questions)

Marks 2 X 4 = 08 Marks

1. Hardware
2. Endnotes
3. Citations
4. Internet
5. Software
6. Operating System

SECTION: B (Long Answer Type Questions to be answered in about 350 words. Attempt any Two Questions.)

Marks 6 X 2 = 12 Marks

1. Why endnotes and citations are important in any word document?
2. Briefly describe the e-mail etiquettes and identify the do's and don'ts in an email conversation.
3. How important it is include one's communication address in an email correspondence?
4. What are the essential components of any given computer machine? Briefly describe.