

**Roll No.**

**Total No. of Pages : 02**

**Total No. of Questions : 09**

## **B.Voc. (Solar System Technology) (Sem.-1)**

## COMMUNICATION SKILLS ( READING AND WRITING)

**Subject Code : SST.102**

**M.Code : 91549**

**Date of Examination : 17-01-23**

**Time : 3 Hrs.**

**Max. Marks : 30**

### INSTRUCTIONS TO CANDIDATES :

1. **SECTION-A is COMPULSORY consisting of TEN questions carrying ONE mark each.**
2. **SECTION-B contains FIVE questions carrying TWO AND A HALF marks each and students have to attempt any FOUR questions.**
3. **SECTION-C contains THREE questions carrying FIVE marks each and students have to attempt any TWO questions.**

## SECTION-A

1. **Write briefly :**
  - a. Communication Skills
  - b. Social letter
  - c. Abbreviations
  - d. Factors affecting reading
  - e. Note making
  - f. Define Paragraph
  - g. Business Report
  - h. Parts of a report
  - i. Presentation skills
  - j. Paraphrasing.

### **SECTION-B**

2. Write a short paragraph on Gratitude.
3. Write a letter to bank manager asking him to stop payment of a cheque.
4. Characteristics of a good paraphrase.
5. Significance of symbols in note making.
6. Discuss some of the important points that must be kept in mind while writing a report.

### **SECTION-C**

7. What are Reports? Discuss in detail various types of reports.
8. Write a letter to the editor of the local newspaper expressing your anguish over the problems faced by the people due to free sale of liquor everywhere.
9. How to improve your reading comprehension skills? What are the three main types of reading strategies?

**NOTE : Disclosure of Identity by writing Mobile No. or Making of passing request on any page of Answer Sheet will lead to UMC against the Student.**