

Roll No.

M.Sc.(IT)-10(Master of Science in Information Technology)

Fourth Semester, Examination-2014

MIT-4006

Report Writing and Presentation

Time Allowed : Three Hours

Maximum Marks : 60

Note : The paper is divided into three sections A, B and C. Notes for each section are given in the section itself.

Section - A

(Long answer type Questions)

**Note : Answer any 2 Question. Each question carries 15 marks.
(2×15=30)**

1. Explain the steps of the process of communication with the help of an example.
2. List and explain, in detail, the various components of written reports.
3. Explain TRACT, the technique suggested by Christine Simons and Belinda N. Stables to effectively handle questions arising during oral presentations.
4. Discuss the relative merits and demerits of written and oral presentations. What are the various aspects of presenters' voice/speech that affect oral presentations?

Section - B

(Short answer type Questions)

**Note : Answer any 4 question. Each question carries 5 marks.
(4×5=20)**

1. What is AIDA approach?
2. List the steps involved in report writing.
3. What is mathematical theory of communication?
4. State the various objectives of communication.
5. List the difficulties encountered while collecting primary data?
6. What are the merits of written communication?
7. 'Explain what is meant by communication audit, in detail.
8. 'What are the various methods of delivering oral presentations?

Section - C

(Objective type Questions)

**Note : Answer all questions. Each question carries 1 Marks.
(10×1=10)**

1. Which one of the following is NOT necessary for the success of Group Discussions?
(A) Designated Leadership.
(B) Common group goals.
(C) Goal-oriented interaction.
(D) Agreement on group procedures.
2. Diagonal communication is also known as
(A) Downward communication.
(B) Horizontal communication.

- (C) Crosswise communication.
 - (D) None of the above.
3. The statement, "Communication is a process of passing information and understanding from one person to another", was made by:
- (A) D. E. Farland
 - (B) George Terry
 - (C) Louis Allen
 - (D) Keith Davis
4. Reports can be :
- (A) Written.
 - (B) Oral.
 - (C) Written and/or oral.
 - (D) Neither written nor oral.
5. Interview is a type of process.
- (A) Data collection.
 - (B) Data analysis.
 - (C) Data interpretation.
 - (D) Data representation.
6. Which one of the following is NOT a part of the AIDA approach?
- (A) Attention.
 - (B) Interest.
 - (C) Decision.
 - (D) Action.

7. "Actions speak louder than words" aptly sums up the importance of communication.
- (A) Verbal.
 - (B) Non-verbal.
 - (C) Written.
 - (D) None of the above.
8. In the communication process, the sender
- (A) Decodes the message.
 - (B) Encodes the message.
 - (C) Sends feedback.
 - (D) None of the above.
9. Which one of the following is NOT one of the functions of the 'Conclusion' part of an oral presentation?
- (A) Summarising the presentation.
 - (B) Focussing on a goal.
 - (C) Establishing credibility.
 - (D) Re-emphasising the central idea.
10. In a report, the Letter of Transmittal
- (A) Introduces the report by mentioning its salient features and scope.
 - (B) Explains the causes for writing the report.
 - (C) Summarises the essential information in the report.
 - (D) Presents the data collected for the report.