

Roll No:

CS 01

MMS-I

13.12.2008

Total No. of questions:7

Total No. of Printed Pages:2

Duration: 3 Hrs

Maximum Marks: 60

Note: All the questions are compulsory. In creative writing questions you can make necessary assumptions.

Q1. "It is not enough just to have good content and intent but in addition to that one needs to have good communication skills in order to reach people's mind"

- Comment: 10

Q2. Describe the informal and formal communication networks in a business organisation: 10

Q3. "Human communication is a complex phenomenon involving various processes."

- Discuss the statement: 10

Q4. There are 100 employees and 20 parking spaces in an organisation. Write a detailed guideline report regarding the allocation of parking spaces to different people: 10

Q5. Prepare a circular informing employees about the change in pick-up timings and route for the company bus: 5

Or

Prepare a circular informing employees about the planned IT maintenance shut-down: 5

Q6. Write a letter to your AC maintenance firm asking them to carry out routine servicing: 10

Or

Write a letter to your canteen contractor for awarding him the contract for special buffet lunch for the Guest Faculty meet: 10

Q 2 :

Q7. Write a dialogue between the superior and subordinate in which the superior convinces the subordinate to relocate to a rural branch: 5

Or

Write a dialogue between the superior and subordinate in which the subordinate requests and tries to convince the superior to introduce flexible work timings:

Q 2 :