



UTTARAKHAND OPEN UNIVERSITY, HALDWANI (NAINITAL)

उत्तराखंड मुक्त विश्वविद्यालय, हल्द्वानी, नैनीताल

DHN/DIA/DCA/DIMM/DIT/DWD/DDTP/PGDCA/
ADCA/ADWD/ADIT/ADHN/ADNS/ADCS/ADPA

(M-14) ASSIGNMENT
Report Writing & Presentation

Course Title: Report Writing & Presentation

Course Code: M-14

Year: 2011-12

Maximum Marks: 20

Section 'A'

Note: Section 'A' contains eight short answer type questions of 2.5 marks each. The learners are required to answer four questions only. Answers of short answer-type questions must be restricted to about 250 words approximately.

- Q.1 Discuss the merits and demerits of formal communication.
- Q.2 What is communication?
- Q.3 Why communication is so important in a business organization?
- Q.4 What are the various consulting models? Explain in detail
- Q.5 What are the different types of written communication.
- Q.6 What is the Objective of presentation?
- Q.7 What are the essential characteristics of written communication?
- Q.8 What is Data collecting and, Data analyzing Techniques?

Section 'B'

Section 'B' contains four long answer-type questions of 5 marks each. Learners are required to answer two questions only.

- Q.1 Write a letter to the insurance company claiming the amount for the damage caused by fire in your company.
- Q.2 What are the various components of report.
- Q.3 Explain the process of communication.
- Q.4 Explain the following terms:
 - a. Audit
 - b. Report writing technique