

Roll No.....

M.Sc. IT-10 (Master of Science in Information Technology)
Fourth Semester Examination 2012
MIT 4006
Report Writing and Presentation

Time: 3 hours

Maximum Marks: 60

Note: The Question paper has been divided in three Sections- A, B and C.
Answer the questions as per instructions given in each section.

Section A

(Long Answer's Question)

Answer any two questions. Each question carries 15 marks. 2x15=30

Q.1. 'Communication is always an important tool for the success or failure of business'. Justify the statement by explaining about communication and its various forms?

Q.2. 'An effective decision making is an end result of an appropriate data collection and data analysis'. Support the statement while explaining data collection and data analysis techniques?

Q.3. Define a business report? Define the various techniques of Report Writing?

Q.4. Differentiate between data and information? Why is it necessary to identify objective, target audience and communication language for an effective presentation?

Section B

(Short Answer's Question)

Answer any four questions. Each question carries 5 marks. 4x5=20

Q.1. Define various consulting models?

Q.2. What is written communication? What are its advantages and disadvantages?

- Q.3. What is Data audit? What are the practical problem faced at time of data collection and data analysis?
- Q.4. What are the various components of a report?
- Q.5. 'Presentation is an effective tool of communication'. How?
- Q.6. Define consultant-client relationship?
- Q.7. What preparations are required for presentation?
- Q.8. 'Structure, matter, delivery and use of aids are pre-requisites for any presentation'. Explain?

Section C

(Objective Type Question)

Answer all questions. Each question carries equal mark.

10x1=10

Write True/False against the following (from 1 to 5)

1. Information and data is the same thing. (True / False)
2. Report is a document containing information organized in a narrative, graphic, or tabular form, prepared on ad hoc, periodic, recurring, regular, or as required basis. (True / False)
3. There is no space for informal communication in an organization. (True / False)
4. With an effective data collection process we do not require a data analysis process. (True / False)
5. Reports may refer to specific periods, events, occurrences, or subjects, and may be communicated or presented in oral or written form. (True / False)

Choose the correct alternative (from 6 to 10)

6. Communication is a Process.
 - a. One way.
 - b. Two way.
 - c. Multidimensional.

- d. Reversible.
7. Interview is type of.....process.
- a. Data collection.
 - b. Data analysis.
 - c. Data interpretation.
 - d. Data representation.
8. Reports can bein nature.
- a. Written.
 - b. Oral.
 - c. Oral and/or written.
 - d. Neither oral nor written.
9. Data collection can bebased.
- a. Primary data.
 - b. Secondary data.
 - c. Primary and/or secondary data.
 - d. Neither primary nor secondary data.
10. Written communication is part ofcommunication.
- a. Verbal.
 - b. Non-verbal.
 - c. Formal.
 - d. Informal.