



RAN-2311001101050001

B.Sc. (IT) (NEP) (Sem. - I) Examination November - 2025 Communication Skills in English (Paper - 101)

Time: 1 Hours]

[Total Marks: 25

સૂચના : / Instructions

(1) ઉપરોક્ત દર્શાવેલ વિગતો ઉત્તરવહી પર અવશ્ય લખવી.

Fill up strictly the above details on your answer book.

Seat No.:

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Student's Signature

Q.1. Draft an email on the following: (Any 1) (05)

- As a Project manager, draft an email to a client notifying delay in project delivery and explaining reasons.
- As a team lead, draft an email to the staff inviting them to attend a webinar on emerging IT trends.

Q.2. Do as Directed: (08)

(A) Interpret the given news headlines and comment:

- Survey Finds Young Adults More Concerned About Mental Health Than Previous Generations.
- Film Industry Adapts to Growing Popularity of OTT Platforms.

(B) Identify whether the following workplace messages are formal or informal and justify your choice.

- Hey John, can you send me the report by EOD? Thanks!
- Dear Mr. Smith, Please find attached the quarterly sales report for your review.
- Should you have any questions, feel free to contact me. Best regards, Emily.

Q.3. Answer the following questions: (Any 3) (12)

- Scenario:** A client sends a harsh email blaming your team for a system crash.
Question: How should you manage your emotions before responding to ensure professional communication?
- Scenario:** Your colleague gives feedback about improving your code style.
Question: What advantage does good listening provide in this situation?
- Scenario:** You are asked to give a 5-minute presentation on project progress in front of senior management.
Question: What public speaking skills would you focus on?
- Scenario:** A posting reads: "The candidate should be skilled in data visualization, stakeholder communication, and translating business needs into technical solutions."
Question: Is this job primarily business-facing or back-end technical? Give reasons for your interpretation.