



RAN-2511001106050001

B.Sc. (IT) (NEP) (Sem. VI) Examination March - 2026

Functional I.T. Business Communication (Paper - 605)

Time: 1 Hour]

[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.: <table border="1"> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table> Student's Signature						

- Q. 1. Answer the following: (Any 1) (05)**
- Draft an E-mail to the team-members regarding the module distribution of the project.
 - Draft an E-mail to the client regarding the delay in the assignment.
- Q. 2. Answer the following application based question and also draft a proper example response to it. (Any 1) (05)**
- You receive a message from your team lead on Microsoft Teams during working hours asking for a status update, but you are in the middle of another task. How would you acknowledge the message professionally and manage response time?
 - You need to explain a technical issue (app crash) to a non-technical manager on Teams. How would you communicate the problem clearly without using complex jargon?
- Q. 3. Draft a meaningful conversation between web developer and client about website requirements. (05)**
- Q. 4. Draft an effective resume for the following position.(Any 1) (05)**
- IT Project manager
 - System administrator
- Q. 5. Prepare an appropriate presentation framework along with the slides for presenting your project to the employer. (05)**