

M.Lib. Sc. Sem.-2 Examination

LIB-510-EA

Communication and Tech. Writing Skills

Time : 2-30 Hours]

April-2025

[Max. Marks : 70

પ્ર.૧ પ્રત્યાયન વિશે તમે શું સમજો છો?. પ્રત્યાયનના પ્રકારોનું વર્ણન કરો. 14

અથવા

‘અસરકારક ગ્રંથાલય સેવાઓ માટે પ્રત્યાયન કૌશલ્ય પૂર્વશરત છે’. ચર્ચા કરો.

પ્ર.૨ ઓફિસ કોમ્યુનિકેશનની વ્યાખ્યા આપો અને ગ્રંથાલયમાં થતા વિવિધ ઓફિસ કોમ્યુનિકેશનની ચર્ચા કરો, તેના મહત્વની ચર્ચા કરો. 14

અથવા

ટેકનિકલ પ્રત્યાયન એટલે શું? લઘુનિબંધ લેખનમાં સમાવિષ્ટ વિવિધ પગલાં સમજાવો.

પ્ર.૩ ગ્રંથાલયમાં કેટલા પ્રકારના અહેવાલો તૈયાર કરવા જોઈએ? વાર્ષિક અહેવાલના દરેક ઘટક અને તેમાં સમાવિષ્ટ કરવાની માહિતી વિગતવાર સમજાવો. 14

અથવા

A ઈ-જર્નલ્સના સપ્લાયર્સ સાથે એમઓયુ પર હસ્તાક્ષર કરતી વખતે ધ્યાનમાં લેવાના મુદ્દાઓનો ઉલ્લેખ કરો.

B કરારની શરતો લખતી વખતે કઈ સાવચેતી રાખવી જોઈએ?

પ્ર.૪ નીચેના પૈકી કોઈપણ બે વિશે ટૂંકનોંધ લખો 14

A વ્યવસાયિક પત્ર અને તેના ઘટકો

B મેમો

C સાંભળવાની કુશળતા

પ્ર.૫ હેતુલક્ષી પ્રશ્નોના વિકલ્પોમાંથી જવાબ આપો English Version પ્રમાણે 14

English Version

Q.1 What do you mean by communication? Describe types of communication. 14

OR

‘For effective library services communication skills are prerequisite’. Discuss.

Q.2 Define the office communication and discussed various office communication occurs in the library with its importance. 14

OR

What is technical Communication? Explain various steps include in dissertations writing.

Q.3 How many types of reports must be prepared in the library? Explain in detail each component of the annual report and the information to be included in it. 14

OR

A Mention points to be considered while signing MoU with suppliers of e-journals.

B Which precautions should be taken while writing conditions of contract?

Q.4 Write Short notes on any Two of the following. 14

A Business letter and its components

B Memo

C Listening skills

PTO

Q.5 Select and write correct answer from following multiple choice questions

1. Which type of communication is always for a specific audience?
 - (a) Special communication
 - (b) Technical communication
 - (c) Good communication
 - (d) Attractive communication
2. Which are the forms of verbal communication?
 - (a) Smile
 - (b) Body language
 - (c) Expression
 - (d) Words
3. MoU is more formal alternative to a:
 - (a) Promissory note
 - (b) Verbal agreement
 - (c) Gentlemen's agreement
 - (d) Legal bondage
4. _____ is a longest word in the world with a mile between the first and last letter.
 - (a) Smile
 - (b) Attitude
 - (c) Smart
 - (d) Looks
5. Handshakes are critical in forming:
 - (a) Value
 - (b) Commitment
 - (c) First and lasting impressions
 - (d) Next meeting
6. Writing is a _____ and not a _____.
 - (a) Product, Formation
 - (b) Process, Product
 - (c) Process, Formation
 - (d) Product, Process
7. Correct order of communication process is:
 - (a) Sender-message-medium-receiver-feedback
 - (b) Message-medium-sender-receiver-feedback
 - (c) Message-sender-medium-receiver-feedback
 - (d) Sender-medium-message-feedback-receiver
8. While preparing presentation using a picture is indeed worth a thousand words, but it must be:
 - (a) Own creation
 - (b) 3-D animation
 - (c) Color-full
 - (d) Relevant
9. State-of-the-art report generally highlights:
 - (a) General aspects
 - (b) Technical aspects
 - (c) Administrative aspects
 - (d) All of the above
10. Which of these must be avoided in business letters?
 - (a) Polite words
 - (b) Clear details
 - (c) Abbreviations
 - (d) Formal words
11. Memo is derived from a Latin word which means:
 - (a) A thing which must be remembered
 - (b) A thing which must be written
 - (c) A thing which must be memorized
 - (d) A thing which must be communicated
12. An Agenda prepared in connection with _____.
 - (a) Business tours
 - (b) Personal notes
 - (c) Exhibition
 - (d) Meeting
13. _____ are used by an organization as a means of having written records of established practices such as instructions on how to undertake specific tasks and work policies.
 - (a) Memos
 - (b) Letters
 - (c) Manuals
 - (d) All the above
14. _____ is an assigned communication for a purpose and for specific receiver or reader.
 - (a) Report
 - (b) Memos
 - (c) Letters
 - (d) Circulars

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