

IET DAVV INDORE

Class Test II BE first year Computer and IT Branch January, 2023

Time: 70 min

Technical English SSR1S1

Max Marks: 20

- ✓ Q.1 As the Sales Manager of an organisation producing electronic gadgets in telecommunication ,draft a sales letter introducing your customers with the different varieties of gadgets launched by your firm very recently. (05)
- Q.2 Discuss in detail the importance of Memorandum in a Company .Explain with the help of examples. (05)
- ✓ Q.3 A plastic processing unit engaged in manufacturing various packaging products requires Marketing Graduates with 1 or 2 years' experience in marketing plastic packaging products .Fresh graduates may also apply. Make a resume and attach it with a job application letter .(10)
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- Q.1 Discuss any five elements in the process of technical communication. Explain in detail with the help of examples. (10)
- Q.2. Discuss any five advantages of electronic mail in an organisation. Quote some examples. (5)
- Q.3 Write the importance of meetings and its minutes in an educational institute. (5)