

**GUJARAT NATIONAL LAW UNIVERSITY
GANDHINAGAR**

Course: **Written Analysis and Communication**
Semester-I (Batch: 2016-18)

MBA End Semester Examination: October-2016

Date: 22nd October 2016

Duration: 3 hours

Max. Marks: 60

Instructions:

- Read the questions properly and write the answers in the given answer book.
- The respective marks for each question are indicated in-line.
- Do not write anything on the question paper.
- Indicate correct question numbers in front of the answers.
- No questions or clarifications can be sought during the exam period, answer as it is, giving reason, if any.

Part-A	Marks
Answer all questions	
Q.1 Answer any two of the following:	(10)
(a) Discuss the different types of organizational structures and the communication flow in different structures.	
(b) "There can be no such thing as perfect communication." Do you agree or disagree? Justify your answer.	
(c) Distinguish between formal and informal channels of communication. Why is it necessary for an organization to have an informal channel of communication?	
Q.2 Transcribe the following passage from ordinary orthography to the IPA.	(05)
<p>On my first visit the old Singapore had not been entirely obliterated or moved into high-rise shopping precincts. A little of Chinatown remained. The food stalls in parking lots and on street corners, where you could dine lavishly for a dollar on savoury Malaysian omelettes and spiced mutton soup, were still there. At Fatty's in Albert Street the almost circular owner used to lay his tables in the middle of the road and serve delectable Cantonese cooking. When the traffic got busy, your table might be seized from under you and carried inside the restaurant to prevent a collision between the sweet and sour fish and a battered pick-up truck.</p>	
Q.3 Put stress marks on appropriate syllables in the following passage.	(05)
(a) They won the contest easily.	
(b) She wanted to contest the case in court.	
(c) There was a steep increase in inflation last month.	
(d) The Government was forced to increase interest rates yesterday.	
(e) She demanded the right to address the audience.	

- Q.4 Write the following report in the style that is most appropriate for such a report. Write the main body of the report and also prepare a cover page. Express the recommendations of the committee clearly and firmly. (10)

Your name is Arnab Goswami. You are a Junior Executive at Parshvanath Construction Company, Gandhinagar. To make the most of technology and to provide quality service to their customers, the management of Parshvanath Construction Company, thought it essential that their training staff be equipped with portable computers which can be used at client sites.

Over the next couple of weeks, you and your three-member team has been assigned the task of investigating the portable computers which would be most appropriate for their staff. Present your findings in the form of a formal management report. The selected machine needs to be compatible with the Windows software they are currently using. Other factors which should be considered when comparing the brands and models include:

- Initial cost;
- Weight and size;
- Screen size;
- Clarity of the screen image;
- RAM and hard disk size;
- Speed of the CPU;
- Battery capability; and
- The availability of on-going service agreements and warranties.

With their training staff so often out at client sites, it would be useful if the machines also had modern facilities to enable staff to access their email.

- Q.5 Write the following business letter in the contemporary style as discussed in class. (10)
- Your name is Rajat Sharma. As the Purchase Officer of Suvidha Departmental Stores, you had placed an order of 2000 tins of 1 Kg. each of Jeevan Baby Food Powder. When the consignment arrived, you found that it contained only 1500 tins, out of which 45 were badly damaged. Write a letter to the manufacturer demanding their immediate replacement. Cancel the remaining order and ask for a refund.

Part-B

Answer all questions

- Q.6 Write a Précis of the following passage. Give it a suitable title. (10)

One of our most difficult problems is what we call discipline and it is really very complex. You see, society feels that it must control or discipline the citizen, shape his mind according to certain religious, social, moral and economic patterns.

Now, is discipline necessary at all? Please listen carefully. Don't immediately say YES or NO. Most of us feel, especially while we are young, that there should be no discipline, that we should be allowed to do whatever we like and we think that is freedom. But merely to say that we should be free and so on has very little meaning without understanding the whole problem of discipline.

The keen athlete is disciplining himself the whole time, isn't he? His joy in

playing games and the very necessity to keep fit makes him go to bed early, refrain from smoking, eat the right food and generally observe the rules of good health. His discipline and punctuality is not an imposition but a natural outcome of his enjoyment of athletics.

Part-C

Answer **any one** of the following:

- Q.7 Mr Kamal Sharma had given Notice to Mr. Mitul Shah regarding dishonour of cheque of Rs. 25, 00,000/-, on 3rd August 2016. Mr. Mitul Shah had not responded regarding dishonour of cheque within the time prescribed in the Notice. Mr. Kamal Sharma residing at Mumbai, had deposited the said cheque in his bank at Mumbai. Now, Mr. Kamal Sharma wants to file a complaint in the court of Metropolitan Magistrate, Mumbai. Draft the **Complaint** accordingly. (10)
- Q.8 Mr Om Prakash Nayyar aged about 45 years, resident of Hillwoods Avenue, Kothrud, Pune, needs 45 lakh rupees urgently. He borrows it from Mr Karan Chopra and offers his bungalow as security. He promises to return the money five years from 12 October 2016 with interest at 15% per annum. Draft a **mortgage with deposit of title deed** on behalf of Mr Om Prakash Nayyar. (10)
