

- Note:**
1. All questions are compulsory.
 2. Figures to the right indicate full marks.

Q.1 Write Short Notes on Any Three. (15)

1. Grievance Interview.
2. Advantages of a Meeting.
3. Exit Interview.
4. Role of participants in the meeting.
5. Importance of Group Communication.

Q.2 Attempt Any Two. (15)

1. Discuss the responsibilities of the participants in a conference.
2. Define Public Relations and discuss the objectives of Public Relations.
3. Write a detailed note on functions of Internal Public Relations.

Q.3 Draft Any Three. (15)

1. Draft a letter of inquiry about the office furniture.
2. Draft a letter of complaint about the goods delivered which differ from the ordered ones.
3. Draft a sales letter to promote the sale of "A new hair oil".
4. Write a letter to the District Forum about the Laptop that you have purchased which does not function properly. Explain how you have failed.
5. LIC Company has lost the original copy of your policy. Draft a RTI petition questioning their negligence.

Q.4 A. A committee has been appointed to look into the problems of recent thefts in your company. Draft a committee report. (7)

OR

A. Draft an individual report to the Principal about the possibility of opening a cybercafe for students in your college.

B. Draft the Notice, Agenda and two Resolutions for the first Board Meeting of Solar Electronics Ltd. (4)

C. Write a Summary of the following passage and give a suitable title to it. (4)

It is the aeroplane that has conquered the sky. The fundamental difference between the aeroplane on the one hand, and the balloon and the airship on the other, is that the aeroplane is heavier than air. It flies because of its motion; if it stop moving, it falls. Boys at school make darts of paper which work on the same principle. At first, they made gliders which are aeroplane without engines. To begin the flight, the airman had to take

off from some high place and glide down to a lower one; or the glider was pulled by a rope which was afterwards dropped. Many successful flights were made in gliders, and the next to do was to fit an engine to one and see if the machine could fly without help. Steam engines were first tried, but they were too heavy to be of any real use. One such machine, made in 1884, consisted of a large number of wings one above the other and was driven by a steam - engine. It is said to have risen for a moment off the ground. Another rose, but fell and was damaged. It was not until the internal combustion engine, which is very light for the power it develops was fitted to a machine that any real success was obtained.

On 17th December, 1093, Orville Wright, an America, flew safely in a heavier - than - air machine for twelve seconds. He and his brother Wilbur had made a lot of experiments and had taken immense trouble to study the art of flying in gliders before they attempted to fly their aeroplane. Orville came down safely after the first short flight, and on the same day the experiment was repeated three times. The longest of these flights covered a distance of 852 feet and lasted fifty - nine seconds. The machine which was used had an engine developing only sixteen hours power but the aeroplane reached a speed of thirty five mile an hour. The two brothers continued their experiments after their first success and in 1908 Wilbur gave some exhibitions of flying in France which astonished all who saw them.

वेळ : २ तास

मराठी भाषांतर

गुण : ६०

सूचना :

१. सर्व प्रश्न अनिवार्य आहेत.
२. उजवीकडील अंक गुण दर्शवितात.

प्र. १

कोणत्याही तीनवर टीपा लिहा.

१. तक्रारी ऐकून घेणाऱ्या मुलाखती
२. सभेचे फायदे.
३. निरोपाची मुलाखत.
४. सभेतील सभासदाचे कार्यभाग.
५. समुह संज्ञापनाचे महत्त्व

(१५)

प्र. २

खालीलपैकी कोणत्याही दोन प्रश्नांची उत्तरे लिहा.

१. परिषदेत भाग घेणाऱ्या सभासदांची जबाबदारी कोणती यावर चर्चा करा.
२. जनसंपर्क म्हणजे काय ? त्याची उद्दीष्टे कोणती ?
३. अंतर्गत जनसंपर्क विभागाची कार्ये विशद करा.

(१५)

प्र. ३

खालीलपैकी कोणतीही तीन पत्रे लिहा.

१. ऑफिस फर्निचरच्या किंमतीचे चौकशी करणारे पत्र तयार करा.
२. तुम्ही मागवलेल्या सामानाऐवजी तुम्हाला दुसरे सामान मिळाले आहे. त्याबद्दल तक्रार पत्र तयार करा.

(१५)

४. तुम्ही आणलेला लॅपटॉप व्यवस्थितरित्या काम करत नाही. त्याबद्दलचे तक्रार निवारण पत्र जिल्हा समितीला पाठवा. दुकानदाराला तुम्ही वारंवार पत्रे पाठवून देखील तुम्हाला चांगला प्रतिसाद मिळाला नाही हे ही लिहा.
५. जीवन बिमा निगम यांनी तुमची मुळ पॉलिसी (प्रत) हरवली आहे. त्यांच्या या निष्काळजीपणाची चौकशी करणारे माहिती अधिकार पत्र लिहा.

प्र.४ अ. तुमच्या कंपनीच्या आवारात ज्या चोऱ्या होतात, त्या समस्येवर विचार करण्यासाठी एक समिती नेमलेली आहे. त्या समितीचा अहवाल तयार करा. (७)

किंवा

अ. तुमच्या महाविद्यालयाच्या विद्यार्थ्यांसाठी सायबर कॅफेची सोय उपलब्ध करून देण्याच्या शक्यतेबाबत सविस्तर माहितीचा अहवाल लिहा.

ब. सोलार इलेक्ट्रॉनिक्स लिमि. च्या पहिल्या संचालक मंडळ बैठकीची सुचना, कार्यक्रमपत्रिका आणि दोन ठराव तयार करा. (४)

क. पुढील परिच्छेदाचे सारांश लेखन करा आणि एक शीर्षक द्या. (४)

It is the aeroplane that has conquered the sky. The fundamental difference between the aeroplane on the one hand, and the balloon and the airship on the other, is that the aeroplane is heavier than air. It flies because of its motion; if it stop moving, it falls. Boys at school make darts of paper which work on the same principle. At first, they made gliders which are aeroplane without engines. To begin the flight, the airman had to take off from some high place and glide down to a lower one; or the glider was pulled by a rope which was afterwards dropped. Many successful flights were made in gliders, and the next to do was to fit an engine to one and see if the machine could fly without help. Steam engines were first tried, but they were too heavy to be of any real use. One such machine, made in 1884, consisted of a large number of wings one above the other and was driven by a steam - engine. It is said to have risen for a moment off the ground. Another rose, but fell and was damaged. It was not until the internal combustion engine, which is very light for the power it develops was fitted to a machine that any real success was obtained.

On 17th December, 1903, Orville Wright, an America, flew safely in a heavier - than - air machine for twelve seconds. He and his brother Wilbur had made a lot of experiments and had taken immense trouble to study the art of flying in gliders before they attempted to fly their aeroplane. Orville came down safely after the first short flight, and on the same day the experiment was repeated three times. The longest of these flights covered a distance of 852 feet and lasted fifty - nine seconds. The machine which was used had an engine developing only sixteen horse power but the aeroplane reached a speed of thirty five mile an hour. The two brothers continued their experiments after their first success and in 1908 Wilbur gave some exhibitions of flying in France which astonished all who saw them.