Q.1. Write Short Notes on any five of the following
   a. Job Opportunities in Apparel Industries in India.
   b. Need for development of writing skills.
   c. Negotiating to manage conflicts.
   d. Log book in a textile mill.
   e. Making a career in research.
   f. Data mining through internet.
   g. Resume writing and its uses.

Q.2. a. What is the difference between technical writing and letter writing? 
   b. What is the use of technical writing? Explain with an example

Q.3. a. Discuss the advantages and disadvantages of e-mail and phone communication.
   b. Compare data mining using internet with personally going to a library and reading books.

Q.4. a. Explain the need for standardising the terms in documents.
   b. What do you mean by organized writing? Explain with an example.

Q.5. a. What is a business letter? Give an example.
   b. You are searching for a customer to purchase 100 Tons of 20s Slub yarn lying in stock with you. Write a letter to your potential customer.

Q.6. a. A ring frame had a fire accident due to spindle tape lapping on the tin roller pulley and shaft and the machine was stopped for 125 minutes and started after cleaning. Write report in the fire report.
   b. A man slips in the spinning room and got injured. Write the accident report.

Q.7. a. A worker is habitually absenting. What technique you use to convince the worker to attend regularly.
   b. You have a bright idea of improving production. How will you communicate it to your boss?

Q.8. a. What is the importance of language in business letter? Explain with an example.
   b. What is survey report? Explain with an example.