

GUJARAT TECHNOLOGICAL UNIVERSITY
BE - SEMESTER- 1st / 2nd • EXAMINATION – SUMMER 2013

Subject Code: 110002**Date: 07-06-2013****Subject Name: Communication Skills****Time: 02:30 pm – 05:00 pm****Total Marks: 70****Instructions:**

1. Attempt any five questions.
2. Make suitable assumptions wherever necessary.
3. Figures to the right indicate full marks.

- Q.1** (a) Explain the characteristics of language. **4**
 (b) Discuss the levels of communication. **5**
 (c) What is noise? Elaborate interpersonal barriers. **5**
- Q.2** (a) Give some tips for effective listening. **4**
 (b) Explain any one mode of delivery for presentation. **5**
 (c) Write guidelines to make effective use of visual aids. **5**
- Q.3** (a) Write a note on the types of questions generally asked in an interview. **4**
 (b) Discuss various types of interviews. **5**
 (c) Which are the evaluation components for a group discussion as a part of a selection process? **5**
- Q.4** (a) What is a technical proposal? Make a list of the components of a technical proposal. **4**
 (b) Write a paragraph on any one : (1) Pollution (2) Internet (3) Importance of English **5**
 (c) Elaborate the techniques for paragraph development. **5**
- Q.5** (a) Enlist the purposes of reading. **4**
 (b) As a Purchase Manager of Shreya Computers, 11- Kalyan Chambers, M.G. Road, Ahmedabad, write a complaint letter to the Sales Manager of Hindustan Computers Limited, 140 M.G. Road, Bangalore asking for repair, replacement or compensation as five out of fifty computers of your last consignment are received in damaged condition. **5**
 (c) Discuss any two techniques for good reading comprehension. **5**
- Q.6** (a) Write a note on the characteristics of a good report. **4**
 (b) What is a technical description? Explain the steps for describing an object. **5**
 (c) Dresswala Garments wants to open a new branch in Surat for all age groups, ranging from formals to casuals. As a Sales Manager of the company, prepare a report on the set-up of the new showroom. **5**
- Q.7** (a) You are an engineer serving various companies for ten years. Prepare a chronological resume for yourself. **5**
 (b) Do as directed : **5**
 1. Think positive. (Change the voice)
 2. The teacher, along with her students, _____ the experiment. (start, starts)
 3. Your application _____ yet. (not + receive)
 4. If you work systematically, you will not face troubles. (Use 'Unless')
 5. I go to college _____ foot. (Use a preposition)
 (c) Use the following words in the sentences so that meaning of each can be understood clearly: **4**
 1. Pray – Prey 2. Sight – Site 3. Bat – Bat 4. Band - Band
