

Seat No.: _____

Enrolment No. _____

GUJARAT TECHNOLOGICAL UNIVERSITY

B. E. - SEMESTER –I • EXAMINATION – WINTER 2012

Subject code: 110002

Date: 16-01-2013

Subject Name: Communication Skills

Time: 10.30 am – 01.00 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 Process of Communication with the help of Diagram and Mention the Essentials of Effective Communication. **14**
(b) Why does Communication Fail? Discuss major barriers to Communication with illustrations and examples.
- Q.2** (a) “Listening is a process of receiving, interpreting and reacting to a message received from the speaker”- Justify the statement. **14**
(b) Write a detailed note on the need and the demand of Technical Communication in global world.
- Q.3** (a) Write notes on the following topics: **14**
(i) Power point presentation (ii) Block Layout of Business Letter
(b) What is the nature and function of Group Discussion? List out the Tips for success in Group Discussion.
- Q.4** (a) Assume that you are one of the interview panelists for the selection of faculty members at newly established institution for engineering and technology at Ahemdabad, kindly prepare your entire plan and probable questions for the interview. **14**
(b) Write notes on the following topics: 1. Central components of a paragraph
2. Delphi Technique in Group Discussion
- Q.5** (a) The Director of Technical Education, Gandhinagar has been concerned about the poor linguistic standard and lacking of the soft skills of engineering students of various colleges in Gujarat. You, as Deputy Director of Technical Education have been asked to inquire the matter and submit the report to Director, prepare a Report on his behalf. **14**
(b) Write notes on the following topics: (i) Prefatory Parts of Technical Proposal
(ii) Select an object from your environment and write the Technical Description on it
- Q.6** (a) Answer the Following advertisement: “Wanted an experienced chief Computer Engineer for The Hemant Software Developers, Near Top-3 Cinema, M.G .Road, Bangalore-500 003. Apply on or before 12th July 2012 to the General Manager with the cover letter and resume”. **14**
(b) Write a Complaint Letter to the Sales Manager, Shiv Tablets, asking for repair, replacement or compensation for your newly purchased Tablet device.
- Q.7** (a) What is Reading Comprehension? How to improve Comprehension Skills? **14**
(b) Do as directed.
1) We can generate heat for welding in many ways. (Turn in to impersonal passive voice)
2) Nilesh and Vishal went_____ the Hill. (Use Preposition)
3) The Quality of their products_____ satisfactory. (is/are)
4) Namrata _____ the capital of every state. (new/knew)
5) Act on another’s behalf (Give one-word substitute)
6) The Committee _____ submitted its report. (has/have)
7) Give any example of Homonyms and use the pair in sentence of your own.
