

Seat No.: \_\_\_\_\_

Enrolment No. \_\_\_\_\_

## GUJARAT TECHNOLOGICAL UNIVERSITY

B.E. Sem-I & II Remedial Examination Nov/ Dec. 2010

Subject code: 110002

Subject Name: Communication skills

Date: 29 / 11/ 2010

Time: 10:30am- 01:00pm

Total Marks: 70

### Instructions:

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

- Q.1** (a) Explain the process and flow of communication. Explain the importance of Technical communication. **07**
- (b) State the difference between 'Listening' and 'Hearing'. Explain in brief, the types of Listening. **07**
- Q.2** (a) Evaluate your education, professional training, skills, achievements, interest and experience and write a Resume. **07**
- (b) Discuss the barriers of effective communication. State the difference between verbal and non-verbal communication. **07**
- OR**
- (b) Write the characteristics and formats of Technical Reports. Explain importance of visual aids **07**
- Q.3** (a) What is Paragraph Development? Discuss the techniques for paragraph development. **06**
- (b) What are the guidelines for writing a good Technical Descriptions? **08**
- OR**
- Q.3** (a) Suppose you want to take a new Nano car loan from State Bank of India, Write an Inquiry-letter to the chief Manager SBI branch of your locality, requesting him/ her to send you all the information related to SBI car loan. **08**
- (b) Explain the importance of Job Interviews today. Discuss various types of Interviews. **06**
- Q.4** (a) Excel computer Manufacturing (ECM)) a multinational company, wants to improve the existing parking facilities for four wheelers and two wheelers vehicle for its staff. As the personnel Manager ECM draft a proposal sent to the secretary, Board of Directors of your company for improving parking facilities. (your proposal should include the following issue (area, lighting, provision of stand, roofs, security, cost estimates) **08**
- (b) Do as directed: **06**
- (1) The principle \_\_\_\_\_ to speak to you. (use verb form of 'want')
  - (2) By 2020, robots \_\_\_\_\_ many of the jobs that people do today. (use verb form of 'take over')
  - (3) He usally travels to Chennai \_\_\_\_\_ train. (use suitable preposition)
  - (4) Do you need \_\_\_\_\_ help? (farther, further).
  - (5) Is the flight \_\_\_\_\_ time? (Use suitable preposition.)
  - (6) Neither you nor he \_\_\_\_\_ trusted. (was / were).

**OR**

- Q. 4 (a)** Modern institute of Technology, Ahmedabad is new educational institute, which has well equipped lab and huge computer center. The Dean, students welfare unit of this institute has been receiving a complain of various kinds like (Back pain, Head aches, eye problems, Food habits etc). Students using internet facilities for non academic purpose. All this has led to significance behaviour changes. **08**

Assuming yourself to be the chief warden of this residential institute. Write a Memo report to be submitted to the Dean, students' welfare Divs. (Your report should include findings and recommendations)

- (b)** Rewrite the following sentences using the correct verb. **06**
- (1) Will you go to school if you \_\_\_\_\_ ill. (be)
  - (2) Listening is as important as \_\_\_\_\_ in a group discussion. (speak)
  - (3) If water is heated, it \_\_\_\_\_ into steam. (turn)
  - (4) The quality of their products \_\_\_\_\_ satisfactory. (is/are)
  - (5) The committee \_\_\_\_\_ submitted its report. (has/have)
  - (6) Perhaps we \_\_\_\_\_ Kolkata next week. (visit).

- Q.5 (a)** Write the major forms of Group Discussion. Explain different techniques of Group Discussion **08**

- (b)** Use the following confusables in sentences so that meaning of each can be understood clearly (Any three). **06**
- (I) Affect, Effect
  - (II) Eligible, Illegible
  - (III) Pray, Prey
  - (IV) Perspicacious, Perspicuous

**OR**

- Q.5 (a)** What are the purpose of reading? Explain in detail, how and which way the reading is helpful to us? **08**

- (b)** Use the following homonyms in sentences so that meaning of each can be understood clearly. (Any three) **06**
- (i) cricket, cricket
  - (ii) pen, pen.
  - (iii) Wear, Wear
  - (iv) Pulse, pulse.

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