

GUJARAT TECHNOLOGICAL UNIVERSITY**M.E Sem-I Remedial Examination January / February 2011****Subject code: 710001****Subject Name: Communication & Research Skills****Date: 29 /01 /2011****Time: 02.30 pm – 05.00 pm****Total Marks: 60****Instructions:**

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

- Q.1** (a) Define the term 'Communication' and explain the process of communication. **06**
 (b) Write a detailed note on flow of communication. **06**

- Q.2** (a) What are the techniques for good comprehension? **06**
 (b) Information overload and too many transfer stations-these two are organizational barriers-Justify. **06**

OR

- (b) Lack of vocabulary and Cultural difference-these two are interpersonal barriers-Justify. **06**

- Q.3** (a) Use of visual aids helps to make presentation elaborative-explain. **06**
 (b) What are the expectations of interviewers from interviewee? **06**

OR

- Q.3** (a) Kinesics, Proxemics and Chronemics play vital roles in presentation-Elaborate. **06**
 (b) Write a detailed note on traits of good listener. **06**

- Q.4** (a) Write a reminder-letter to The Director, AtoZ company, New Delhi regarding the delay of payments from their side. **06**
 (b) Write an informative report regarding the budget requirements for the newly started project of Employee-Training Program of your company. Assume that you are the coordinator of this program and address the report to the general manager of your company-'BUZZ Enterprize'. **06**

OR

- Q.4** (a) Write an application letter with resume to The Manager, Billsbey Group of Companies., M. G. Marg, Andheri-West, Mumbai for the post of Engineer (in your respective area). **06**
 (b) Write an analytical report to The Executive Director, Smart View Pvt. Ltd. regarding the extension of time period required for company's sales target. Assume that you are the executive member of the company. **06**

- Q.5** (a) Research is the systematic approach towards purposeful investigation.-Explain. **06**
 (b) Differentiate between dissertation and thesis and explain how they differ from a research paper. **06**

OR

- Q.5** (a) Explain the following terms in brief: **(Any 3)**
 1-Bibliography and Index **02**
 2-Research Methodology **02**
 3-Contents and Appendix **02**
 4-Variables **02**
 (b) Write short notes: **(Any 2)**
 1-Types of Sampling in Research **03**
 2-Tools for Data Collection **03**
 3-Research Process **03**
