

GUJARAT TECHNOLOGICAL UNIVERSITY
BE SEMESTER 1st / 2nd (OLD) EXAMINATION WINTER 2016

Subject Code: 110002**Date: 18/01/2017****Subject Name: Communication Skills****Time: 10:30 AM TO 1:00 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) What is communication? Explain the process of communication with a diagram **07**
 (b) What is meant by barriers to communication? Explain any two barriers of communication in detail with relevant examples. **07**
- Q.2** (a) State the difference between skimming and Scanning with reference to techniques for good reading comprehension **07**
 (b) Distinguish between technical and general communication. Explain the importance of technical communication. **07**
- Q.3** (a) What is presentation? Explain different purposes of making presentations. **07**
 (b) How is “listening” different “hearing”? Explain in brief the types of listening with reference to appropriate examples **07**
- Q.4** (a) Write a detailed note on prefatory parts of good technical proposal. **07**
 (b) Explain the evaluation components of group discussion as a selection process. **07**
- Q.5** (a) What is technical description? Give a technical description of any gadget that you have recently purchased. **07**
 (b) Write a paragraph on: Importance of Communication Skills for employability **07**
- Q.6** (a) Assume that you are working for a local firm and have been asked to identify suitable site to establish new plant. You, as an engineer, prepare a detailed report on recommendations you have made. **07**
 (b) Your company had ordered 100 laptops. On receiving the order, you came to know that they do not match the specification and configuration you had given. As the Manager (purchase), write a letter of complaint addressing The Manager, Lenovo Company **07**
- Q.7** (a) Write short notes on (any two) (i) Kinesics (ii) Proxemics (iii) Chronemics **07**
 (b) Do as directed: **07**
- (i) The teacher explained the students the exercise. (Change the voice)
 - (ii) _____playing, Subodh also works as game instructor. (Use preposition)
 - (iii) The quality of the production material _____not upto the mark (is/are)
 - (iv) When I _____ him, Rakesh _____cricket (meet, play)
 - (v) Act on another’s behalf (give one word substitute)
 - (vi) Give any example of Homonyms and use the pair in sentence of your own.

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