GUJARAT TECHNOLOGICAL UNIVERSITY
BE - SEMESTER–1/2 EXAMINATION – WINTER 2017

Subject Code: 110002
Subject Name: Communication Skills
Date: 29/12/2017
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. 07
(b) Discuss various barriers to communication. 07

Q.2 (a) Explain the types of listening in detail. 07
(b) Write short-notes: (1) Memorization (2) Manuscript 07

Q.3 (a) Explain the types of interview. 07
(b) Discuss the evaluation components of a group discussion as a part of the selection process. 07

Q.4 (a) Write paragraphs: (1) Importance of English (2) Misuse of Internet 07
(b) What are the characteristics of a good report? 07

Q.5 (a) As a Purchase Manager of Sai Computers, Star Plaza, Linking Road, Mumbai, you had ordered ten computers from Hindustan Computers Limited, 16 M. G. Road, Hyderabad. Some of the computers were found in the damaged condition. As a Sales Manager of the company, write a complaint letter asking for repair, replacement or compensation. 07
(b) Write a note on the elements of the structure of a technical proposal. 07

Q.6 (a) Discuss various techniques for improving reading comprehension. 07
(b) Write the technical description of a laptop. 07

Q.7 (a) Prepare your resume as an engineer having five years of experience. 07
(b) Do as directed:
1) The project _________ by April, 2020. (Use appropriate form of the verb ‘complete’.)
2) Ram was driving a car. (Change the voice.)
3) If you had worked hard, you __________ our goal. (Use appropriate form of the verb ‘achieve’.)
4) I agree ______ you and also ______ your proposal. (to, of, with, at)
5) Either the teacher or the students ______ going to the library. (am, is, are)
6) I would __________ extreme caution. (advise, advice)
7) Proper way to use the internet is called __________. (Give one word substitute.)

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