

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

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

**GUJARAT TECHNOLOGICAL UNIVERSITY**  
**B. E. - SEMESTER – I-II (NEW) • EXAMINATION – WINTER • 2014**

**Subject code: 2110002**

**Date: 24-12-2014**

**Subject Name: Communication Skills**

**Time: 10:30 am - 01:00 pm**

**Total Marks: 70**

**Instructions:**

1. Question No. 1 is compulsory. Attempt any four out of remaining Six questions.
2. Make suitable assumptions wherever necessary.
3. Figures to the right indicate full marks.

**Q.1 (a) Select the correct answer from the given options in the brackets. 07**

1. Shakespeare is \_\_\_\_\_ author of this book. (an/the)
2. Bats are seen (in/at) night.
3. It is Mahesh who \_\_\_\_\_ all the appreciation. (deserves, deserve)
4. The serial is over. It is time to go \_\_\_\_\_ bed. (to/in)
5. If she \_\_\_\_\_ about his financial situation, she would have helped him out. (knew, had known)
6. A pair of scissors \_\_\_\_\_ required to cut the cloth. (is/are)
7. I saw a lion in the forest. \_\_\_\_\_ lion had a long tail. (a/the)

**(b) Choose appropriate option for the following questions/statements. 07**

1. We use this type of language when speaking to a friend.
  - a. Formal
  - b. Informal
  - c. Friendly
2. Which phrase is correct?
  - a. He's working at Microsoft for fifteen years.
  - b. He's worked at Microsoft for fifteen years.
  - c. He works at Microsoft for fifteen years.
3. Identify incorrect sentence.
  - a. He lives in Mumbai.
  - b. They drove to Ahmedabad on Saturday.
  - c. I arrived at home at 6 o'clock.
4. Which question asks for advice?
  - a. I'm afraid I don't know where the entrance is.
  - b. What would you like to know?
  - c. What should I do with my plastic bottles?
5. 'This is Philip' is used when...
  - a. Introducing yourself
  - b. Answering the phone
  - c. Talking to a stranger
6. Which is a correct response to the question: How do you do?
  - a. I'm fine.
  - b. I'm a clerk.
  - c. How do you do?
7. Which signature is the most formal?
  - a. Love,
  - b. Yours faithfully,
  - c. Best wishes

**OR**

**Q.1 (a) Fill in the following blanks with the appropriate alternative. 07**

1. Let the flowers \_\_\_\_\_ .  
(a) not plucked (b) not be plucked (c) not be plucking (d) not been plucked

2. The Castle \_\_\_\_\_ in the 17<sup>th</sup> century.  
(a) build (b) has build (c) was build (d) had build
3. The car \_\_\_\_\_ by the mechanic.  
(a) is repairing (b) is being repaired (c) has repaired (d) had repaired
4. The phone rang while I \_\_\_\_\_ dinner.  
(a) had (b) was having (c) am having (d) have been having
5. The police had to use force to \_\_\_\_\_ the angry mob.  
(a) disperse (b) provoke (c) explain (d) beat
6. Neither Sunil nor Anil \_\_\_\_\_ available.  
(a) is (b) are (c) was (d) were
7. Will you please \_\_\_\_\_ me about how to give \_\_\_\_\_ to the children.  
(a) advising (b) advice (c) advise (d) advising

**(b) Fill in the following blanks with the appropriate alternative.**

**07**

1. \_\_\_\_\_ is the word which refers to the distance around a circle.  
(a) circumspect (b) circumference (c) circumpherence (d) circumvent
2. The full form of USB is \_\_\_\_\_.  
(a) Universal Serial Bus (b) University Science Branch (c) United Soviet Bank (d) University Serial Bus
3. A line is called \_\_\_\_\_ to another if they make a 90° angle.  
(a) parallel (b) perpendicular (c) linear (d) diverse
4. If I had a lot of money, I \_\_\_\_\_ around the world.  
(a) would have travelled (b) will travel (c) would travel (d) had travelled
5. If I \_\_\_\_\_ to bed early, I would have caught the train.  
(a) will go (b) have gone (c) would gone (d) had gone
6. When I called Mala, she was \_\_\_\_\_ the bus.  
(a) in (b) into (c) on (d) over
7. There are total \_\_\_\_\_ vowel sounds in English language.  
(a) 05 (b) 20 (c) 24 (d) 26

**Q.2 (a)** Explain the process of communication with the help of its model.

**03**

**(b)** 'Communication is the backbone of any organization' – Justify the statement. Elaborate the terms 'Kinesics' and 'Proxemics'. Give examples.

**04**

**(c)** Write a note on any three barriers to effective communication. Give appropriate examples.

**07**

**Q.3 (a)** What is the importance of interaction among the presenter and audience during a presentation?

**03**

**(b)** Mention five commonly faced problems by presenters while giving a presentation. Give examples.

**04**

**(c)** You are supposed to deliver a presentation on role of youth in nation's development. Prepare an outline of the presentation.

**07**

**Q.4 (a)** Differentiate between *hearing* and *listening*.

**03**

**(b)** Write a note on three barriers to effective listening. Offer your suggestions for removing those barriers.

**04**

**(c)** Write a note on *skimming* and *scanning* techniques of reading. Give examples.

**07**

**Q.5 (a)** As a student career development coordinator of your college, draft an email to invite HR Manager, Acer India, to deliver a talk to the students of Information Technology.

**03**

**(b)** Write a paragraph (in 100 words) on *importance of communication for engineers*.

**04**

**(c)** Justify the importance of proper body language and effective PowerPoint for

**07**

delivering an effective presentation.

- Q.6** (a) Draft a 100-word report on a technical festival hosted by your college. . **03**  
(b) As an HR Manager of HRS Ltd., write a letter to the editor of *Times of India* daily to inquire about the procedure and rates of publishing recruitment related advertisements in the newspaper. **04**  
(c) Complete the following story: **07**

One beautiful spring morning, a merchant loaded his donkey with bags of salt to go to the market in order to sell them. The merchant and his donkey were walking along together. They had not walked far when they reached a river on the road. Unfortunately, the donkey slipped and fell into the river and noticed that the bags of salt loaded on his back became lighter...

- Q.7** (a) What personal choices does the poem 'The Road Not Taken' remind you of? **03**  
(b) In reference to Ruskin Bond's story 'The Eyes Are not Here', what is the explanation of the saying 'Disability does not mean disabled'? **04**  
(c) Write notes on the themes of the poems 'The Road Not Taken' and 'Goodbye Party for Miss Pushpa T S' in 50 words each. **07**

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