

GUJARAT TECHNOLOGICAL UNIVERSITY
BE- SEMESTER– 1st / 2nd • EXAMINATION – SUMMER 2016

Subject Code: 110002**Date: 27/05/2016****Subject Name: Communication Skills****Time: 02:30 PM to 05:00 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) Differentiate between technical and general communication. **07**
(b) What are the components of non-verbal communications? Explain them. **07**
- Q.2** (a) What is listening? Explain the types of listening in brief. **07**
(b) Explain the ingredients of effective presentation. **07**
- Q.3** (a) What is interview? What are the different types of interview and for what purpose they are applied? **07**
(b) Describe the guidelines for group discussion. **07**
- Q.4** (a) What are the parameters for writing a good paragraph? **07**
(b) Write a inquiry letter for purchase of i-pad as an reading gadget in your college library. **07**
- Q.5** (a) What are different types of technical report? Also write about their structures. **07**
(b) Prepare a technical proposal to present to your head of department for participation in the technical fest of GTU. **07**
- Q.6** (a) What are the guidelines for writing effective technical description? **07**
(b) How can one improve comprehensive skills? **07**
- Q.7** (a) Write an application for the post of faculty in the college you studied your engineering. **07**
(b) Do as directed:- **07**
1. He (has/have) just gone out. (use the proper tense).
 2. My father _____(be) seventy years old last January (use the proper form of tense).
 3. All of the laborers _____(is/are) tribal.
 4. Someone has stolen my books. (Write in passive form).
 5. The matter will have to be gone into (write the active form).
 6. He studies continuously _____ hours together. (use proposition).
 7. Explain the homonym 'Scale' by forming a sentence.
