

GUJARAT TECHNOLOGICAL UNIVERSITY
B.Arch-SEMESTER-2 • EXAMINATION – WINTER - 2017

Subject Code: 1025006**Date: 01/01/2018****Subject Name: Architectural Communication Skills-II****Time: 2.30 to 04.30****Total Marks: 50****Instructions:**

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

- Q.1 (a) Make the précis writing of the following passage and give a appropriate title. 05**
- The time has come when men must no longer think that the ideal of peace is a distant ideal or one which can be postponed for future generation to come. This is the accepted hour and this is the time of salvation in which if men do not beat the swords into plough-shares & their spears into punning hooks. They will find themselves quite incapable of doing so when armaments have greatly increased. It is the duty of those who have known the horrors of war to lead the way, for the time has come when the generation is growing up, which knew not the tragedy of that great experience & where ignorance is bliss. They will consider it folly to be over-cautious. 'Give peace in our time' is a supplication which we must heartily endorse not only that the world may be safe for democracy but that the arts of peace may be cultivated & developed for the good of all men.
- (b) What are the points to be kept in mind while précis writing. 05**
- Q.2 (a) Explain in detail the layout of a letter for business correspondence. 05**
- (b) Group discussion is an effective tool for selecting a competent candidate. Comment. 05**
- Q.3 (a) What are the points to be kept in mind, while appearing for a job interview. 05**
- (b) What care should be taken while making an architectural presentation. 05**
- Q.4 (a) List down your own Strengths and Weaknesses and also write about how shall you overcome your weaknesses. 05**
- (b) Give smart tips for succeeding in a job interview. 05**
- Q.5 (a) Its really important to Know Your Audience before giving any presentation. Give reasons to support this statement. 05**
- (b) What are the points to be kept in mind while participating in a Group Discussion. 05**
- Q.6 Write a letter replying to a client, who has asked to recommend you a contractor. Kindly make necessary assumptions. 10**
- Q.7 Write a cover letter for applying for an Internship in a Architectural Firm. 10**
