

Seat No.: _____

Enrolment No. _____

GUJARAT TECHNOLOGICAL UNIVERSITY

MCA- IInd SEMESTER-EXAMINATION –JUNE - 2012

Subject code: 620008

Date: 15/06/2012

Subject Name: Communication Skills

Time: 10:30 am – 01:00 pm

Total Marks: 70

Instructions:

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

Q.1 (a) Explain the Communication Cycle. List the essentials of 'effective communication' and distinguish between General and Technical communication. **07**

(b) 'Excessive emotional involvement is an obstacle in communication!' **07**
Comment on this statement giving examples of various emotions and their effect on communication.

Q.2 (a) Discuss importance of 'vocabulary', 'body language', 'dressing style' **07**
and 'social skills' in context of communication during an interview.

(b) Which techniques could be used for Organizational Group Discussions? **07**
Which technique should be used for discussing an innovative research project that will be first of its kind in world?

OR

(b) Discuss various visual aids used in presentations. 'Visual Aids should **07**
be used for assisting and not substituting the presenter!' Give your comments on this statement.

Q.3 (a) What is a research paper? List and discuss the components of a research **07**
paper.

(b) Your friend is using Internet mostly for non-academic purposes. Due to **07**
this there has been a decrease in his academic performance. Write a letter advising him about proper Internet usage.

OR

Q.3 (a) Write a short note on 'Swarnim Gujarat Celebration' **07**

(b) You are Head of Info. Tech. department of an organization. Write an **07**
inter-office memorandum to appropriate department for providing welfare fund to your staff members for cases like premature death, accident and special family function.

Q.4 (a) Using deductive approach, prepare a Report on 'Effect of Film Industry **07**
on minds of people in age group of 10 years to 20 years'.

(b) Taking an example of 'Washing Machine' or 'Sewing Machine', write **07**
Technical Description.

OR

Q.4 (a) In order to organize effective meetings in various departments, your **07**
center is in need of 7 Projectors, 10 White Boards and other such relevant material. Prepare a Technical Proposal demanding the same from your parent organization.

- (b) For each set of words, identify the word with correct spelling: **07**
- (i) Bankruptcy, Bancruptcy, Baankrupcy
 - (ii) Arkitecture, Architecture, Architekture
 - (iii) Ancsious, Anxios, Anxious
 - (iv) Harmony, Harmoney, Haarmony
 - (v) Inaogoration, Inaugoration, Inauguration
 - (vi) Enggineering, Engginering, Engineering
 - (vii) Referanse, Reference, Referense

- Q.5 (a)** Give antonyms of the following words: **07**
- (i) Happy
 - (ii) Deny
 - (iii) Exclusion
 - (iv) Development
 - (v) Dismal
 - (vi) Feeble
 - (vii) Me

- (b) Fill in the blanks using an appropriate form of the word(s) provided in parenthesis: **07**
- (i) The mother _____ them the exercise. (explain)
 - (ii) I _____ for extra classes yesterday. (go)
 - (iii) It was thought that the teenagers _____ at the function. (dance)
 - (iv) Will you go to college if you _____ ill. (be)
 - (v) The committee _____ submitted its report. (has/have)
 - (vi) Do you need _____ help? (farther, further)
 - (vii) Is the flight _____ time? (use suitable preposition)

OR

- Q.5 (a)** Give synonyms of the following words: **06**
- (i) Happy
 - (ii) Deny
 - (iii) Development
 - (iv) Dismal
 - (v) Feeble
 - (vi) Sturdy

- (b) Use following confusables in sentences so that meaning of each can be understood clearly: **08**
- (i) Pray, Prey
 - (ii) Affect, Effect
 - (iii) Eligible, Illegible
 - (iv) Taste, Test
