

**GUJARAT TECHNOLOGICAL UNIVERSITY****B.E. Sem- 1<sup>st</sup> Regular Examination January 2011****Subject code: 110002****Subject Name: Communication Skills****Date: 04/ 01 /2011****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)** Define the term 'communication'. Explain communication cycle with diagrammatic presentation in detail. **08**
- (b)** Discuss the main elements of Non-verbal Communication. **06**
- Q.2 (a)** What is Noise in Communication? Explain psychological barriers to communication. **07**
- (b)** Discuss levels of communication. **07**
- OR**
- (b)** Explain the process of listening and discuss traits of a good listener **07**
- Q.3 (a)** Discuss the steps involved in planning a presentation. **07**
- (b)** Write short notes on Any one of the following. **07**
1. Global Warming
  2. IPL Cricket Match
  3. Technology and Terrorism
  4. Vision 2020
- OR**
- Q.3 (a)** As a student of Engineering, you want to purchase a Laptop for your personal use. Write a letter of inquiry asking prices, configuration, discount, mode of payment and terms and conditions to The Wipro Technologies, Memnagar, Ahmedabad. **06**
- (b)** Prepare a Chronological Resume with a forwarding letter for the post of 'Junior Engineer' at ABC Engineering Ltd., advertised in the 'The Sandesh' dated April 09, 2009. Send in your application to The Manager(HRD), ABC Engineering Ltd, phase-2, Naroda, Ahmedabad. **08**
- Q.4 (a)** Discuss techniques of organizational Group Discussion. **07**
- (b)** Your friend is going to appear in a Personal interview. What tips will you give him for a better performance? **07**
- OR**
- Q. 4 (a)** Micatronics Ltd, Andheri, Mumbai wants to open a factory at Baroda. As a Consultant engineer, write a feasibility report on establishing a factory in Baroda. **07**
- (b)** Complete the following sentences by using the appropriate verb forms. **04**
1. A block of iron (not float) in water.
  2. They (leave) long before we arrived there.
  3. He (study) engineering for the last two years.
  4. Mansi (get + repair) her scooty yesterday.
- (c)** Do as Directed. **03**
1. He was deaf -----all instructions.(to, about, with)
  2. Don't pluck the flower. (change the voice)
  3. Does he visit the library regularly? (change the voice)

- Q.5 (a)** Prepare a technical proposal for establishing Wi-Fi system in your institute. **08**
- (b)** Use the following homonyms in sentences so that meaning of each can be understood clearly. (Any three Pairs) **06**
1. Lead, Lead
  2. Case, Case
  3. Mole, Mole
  4. Yard, Yard
  5. File, File

**OR**

- Q.5 (a)** What are the reasons for poor reading comprehension? Discuss the Skimming and Scanning techniques for good comprehension. **08**
- (b)** Take an example of any Machine that is known to you and write technical description on it. **06**

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