## GUJARAT TECHNOLOGICAL UNIVERSITY BE- SEMESTER- 1<sup>st</sup> / 2<sup>nd</sup> • EXAMINATION - SUMMER 2016

	•	Code: 110002Date: 27/05/2016Name: Communication Skills	
	Time: 02:30 PM to 05:00 PMTotal Marks: 70Instructions:1. Attempt any five questions.		
	2. 3.	Make suitable assumptions wherever necessary. Figures to the right indicate full marks.	
Q.1	(a) (b)	Differentiate between technical and general communication. What are the components of non-verbal communications? Explain them.	07 07
Q.2	(a) (b)	What is listening? Explain the types of listening in brief. Explain the ingredients of effective presentation.	07 07
Q.3	( <b>a</b> )	What is interview? What are the different types of interview and for what purpose they are applied?	07
	<b>(b</b> )	Describe the guidelines for group discussion.	07
Q.4	(a) (b)	What are the parameters for writing a good paragraph? Write a inquiry letter for purchase of i-pad as an reading gadget in your college library.	07 07
Q.5	(a) (b)	What are different types of technical report? Also write about their structures. Prepare a technical proposal to present to your head of department for participation in the technical fest of GTU.	07 07
Q.6	(a) (b)	What are the guidelines for writing effective technical description? How can one improve comprehensive skills?	07 07
Q.7	<b>(a)</b>	Write an application for the post of faculty in the college you studied your engineering.	07
	(b)	<ul> <li>Do as directed:- <ol> <li>He (has/have) just gone out. (use the proper tense).</li> </ol> </li> <li>My father(be) seventy years old last January (use the proper form of tense).</li> <li>All of the laborers(is/are) tribal.</li> <li>Someone has stolen my books. (Write in passive form).</li> <li>The matter will have to be gone into (write the active form).</li> </ul>	07
		<ul><li>6. He studies continuously hours together. (use proposition).</li></ul>	

7. Explain the homonym 'Scale' by forming a sentence.

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