

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

**Subject Code: COS001****Date: 13/06/2016****Subject Name: Elementary Communication Skills****Time: 10:30 AM to 1:00 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 Listening and Hearing. **07**  
(b) Write short notes on : 1) Intensive listening 2) Extensive listening **07**
- Q.2** (a) Share your opinions on ‘The need of skill based education’ in India. **07**  
(b) Write short notes on: 1) Gesture 2) Posture **07**
- Q.3** (a) Suggest few tips to your brother to improve his reading skills. **07**  
(b) What are the differences between reading and comprehension? **07**
- Q.4** (a) Write a letter your friend who has suffered a huge loss in his business. **07**  
(b) Prepare a complain letter to Dominoz pizza about poor quality of pizza. **07**
- Q.5** (a) What is communication? Discuss the modern techniques of communication. **07**  
(b) What are the barriers to communication? Explain 3 types of barriers to communication. **07**
- Q.6** (a) Signify the importance of non-verbal communication in one’s professional life. **07**  
(b) Write short notes on: 1) Proxemics 2) Kinesics **07**
- Q.7** (a) Explain your thoughts on ‘the need of effective communication skills for an engineer’. **07**  
(b) Your principal has decided to cancel the annual day celebration due to financial crises. Prepare a request letter to convince him to organize the celebration and express your suggestions to solve the problems of financial crises. **07**

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