Seat No.: _____ Enrolment No._____

GUJARAT TECHNOLOGICAL UNIVERSITY

BE/PDDC- SEMESTER– 1st / 2nd • 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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