

GUJARAT TECHNOLOGICAL UNIVERSITY
BE - SEMESTER-I & II EXAMINATION – WINTER 2015

Subject Code: 110002**Date:19/12/2015****Subject Name: Communication Skills****Time: 10:30am to 01:00pm****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) What is communication? Describe various levels of communication. **07**
(b) What is non-verbal communication? Explain its components in detail. **07**
- Q.2** (a) Discuss the barriers hindering the process of listening with the strategies to overcome them. **07**
(b) Write some tips for an effective interview performance. **07**
- Q.3** (a) Explain any two modes of delivery of a presentation. **07**
(b) Write a note on the evaluation components for group discussion. **07**
- Q.4** (a) Develop paragraphs on : **07**
(1) Social Media
(2) River pollution
(b) Attempt a technical description: Calculator **07**
- Q.5** (a) You are a sales manager of a publishing house. You have received a complaint letter from a reputed book shop about the delayed delivery of some books and that too in damaged condition. Form a suitable reply. Invent the necessary details. **07**
(b) Enlist different techniques for developing good reading comprehension skill and explain any two of them. **07**
- Q.6** (a) The rapid increase in the number of road accidents has become a matter calling immediate and serious attention. As a Chairman, Municipal Corporation, Ahmedabad, submit a report to the District Collector, Ahmedabad investigating the causes and suggesting measures to improve the situation. **07**
(b) What is a technical proposal? State its characteristics and purpose. **07**
- Q.7** (a) You are a software engineering having a master degree and twelve years of experience. Prepare your resume. **07**

(b) Do as directed:

- (1) I.....for you since morning. (Insert an appropriate form of 'wait'.)
- (2) People believe that Gandhiji was superhuman. (Turn into passive.)
- (3) Hundred rupees (is/are) not a big amount.
- (4) The teacher was the class and the students were coming
the class. (Use appropriate prepositions.)
- (5) Give one word: direct telephone line for emergency use
- (6) Use in your sentence: on the top of that
- (7) Use in your sentence/s: story – storey
