## GUJARAT TECHNOLOGICAL UNIVERSITY MCA - SEMESTER-II • EXAMINATION – WINTER 2015

Su	bject	t Code: 620008 Date: 11/12/2015	Date: 11/12/2015	
Subject Name: Communication SkillsTotal Marks: 70Time: 02.30 pm to 05.00 pmTotal Marks: 70Instructions:1. Attempt all questions.1. Attempt all questions.2. Make suitable assumptions wherever necessary.3. Figures to the right indicate full marks.			70	
Q.1	(a) (b)	Explain interpersonal barriers of communication. Write a short note on gestures and postures.	07 07	
Q.2	(a)	Explain in brief the positive and negative impact of technology enabled communication.	07	
	<b>(b</b> )	Explain in brief the process of communication. OR	07	
	<b>(b)</b>	Explain in brief the interview process.	07	
Q.3	(a) (b)	What are the traits of a good Listener? Explain in brief. How can visual aids enhance technical communication? What points should be borne in mind while using visual aids?	07 07	
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Q.3	(a) (b)	Explain different modes of delivery for making presentation. List at least one advantage and disadvantage of each. What different aspects are to be considered while planning a presentation?	07 07	
Q.4	(a)	Explain in brief the different forms of group communication?	07	
<b>X</b>	(b)	Explain in brief the techniques for good technical writing. OR	07	
Q.4	(a)	Write a short note on group discussion as a tool for decision making and problem solving.	07	
	<b>(b)</b>	"ABC Ltd is looking for the junior programmers. Apply for the post with the cover letter and resume.	07	
Q.5	(a) (b)	Explain in brief the different components of research paper. Explain different categories of report with example. OR	07 07	
Q.5	(a) (b)	Explain the evaluation criteria for the technical proposals. Explain the guidelines for writing a good technical description.	07 07	

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