

GUJARAT TECHNOLOGICAL UNIVERSITY
BE- SEMESTER– 1st / 2nd • EXAMINATION – WINTER 2018

Subject Code: 110002**Date: 02/01/2019****Subject Name: Communication Skills****Time: 10:30am to 1:00pm****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) Define Communication. Explain communication cycle with diagram and discuss its importance in our life. **07**
 (b) Enlist various components of non verbal communication. Explain any two in detail.
 OR
 Discuss impact of our body language in our daily life.
- Q.2** (a) Discuss Personal barriers to communication in detail. **07**
 OR
 What are Organizational barriers to communication? Discuss them in detail.
 (b) Differentiate between General and Technical Communication. **07**
- Q.3** (a) Illustrate barriers to effective listening. **07**
 OR
 Explain traits of a good listener.
 (b) Define the purpose of presentation. Explain various types of visual aids used in presentation. **07**
- Q.4** (a) Enlist Objectives of technical reports. Discuss its characteristics in detail. **07**
 (b) Explain different types of interviews. **07**
 OR
 Your friend is going to appear in an interview. Elucidate him/her the dos and don'ts of group discussion and interview.
- Q.5** (a) What is group discussion? Illustrate. **07**
 OR
 Discuss various reading techniques.
 (b) You are a manager in a company. The company had fire and two workers have been severely burnt and hospitalized. Write a report on this assuming appropriate data. **07**
- Q.6** (a) As a manager of Zenith Engineering Pvt. Ltd., write a letter of complaint about receiving inferior quality furniture for your office to, Radheshyam Furniture Ltd., New Delhi. **07**
 (b) Develop the following topic sentence into a complete paragraph using appropriate technique. **07**
 'We should correct our mistakes and selfishness towards our environment to make healthy and safe from the pollution'
 OR
 TSL wishes to recruit fresh graduates from Computer engineering branch with good technical and life skills. Prepare an application in the block layout format. Send your resume with application letter to TCL. Assume suitable data whenever is applicable.

(A) Give the meaning the homophones and use the following homophones in Meaningful sentences. **(Any two pairs)**

1. Council, Counsel
2. Steal, Steel
3. Personal, Personnel
4. Marshal, Martial

(B) Give meaning of the idioms and use the following idioms in sentences.

(Any two)

1. To break the ice
2. Barking up the wrong tree
3. Take to heart
4. Beat around the bush

(C) Fill in the blank with appropriate article.

(Any two)

1. I took _____ train to Mumbai and then _____ underground to _____ Victoria Station.
2. In some cities, _____ cars have been banned from the centre.
3. We lived in _____ United States of America before moving here.

(D) Fill in the blanks with appropriate verbs given in the brackets. **(Any four)**

1. My teacher and my guide _____ going to visit my home next week. (am, is, are)
2. The captain along with the soldiers _____ attended the ceremony. (have, has)
3. Each of the boxes _____ five kilograms. (weighs, weigh)
4. All the students _____ present in for the exams. (is, are)
5. Either the pen or the pencils _____ fragile. (is, are)

(E) Fill in the blank with appropriate verb.

(Any four)

1. It was thought that the students _____ at R3 Mall. (to dance)
2. English is believed _____ the most widely accepted language for business. (to be)
3. The class teacher _____ them the exercise. (to explain)
4. The teacher _____ in the institute since 1994. (to teach)
5. The deer _____ on their legs at that time. (to jump)
