

GUJARAT TECHNOLOGICAL UNIVERSITY**BE - SEMESTER-1/2 EXAMINATION – WINTER 2017****Subject Code: 110002****Date: 29/12/2017****Subject Name: Communication Skills****Time: 10:30 AM TO 01:00 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) What is communication? Explain the process of communication. **07**
(b) Discuss various barriers to communication. **07**
- Q.2** (a) Explain the types of listening in detail. **07**
(b) Write short-notes: (1) Memorization (2) Manuscript **07**
- Q.3** (a) Explain the types of interview. **07**
(b) Discuss the evaluation components of a group discussion as a part of the selection process. **07**
- Q.4** (a) Write paragraphs: (1) Importance of English (2) Misuse of Internet **07**
(b) What are the characteristics of a good report? **07**
- Q.5** (a) As a Purchase Manager of Sai Computers, Star Plaza, Linking Road, Mumbai, you had ordered ten computers from Hindustan Computers Limited, 16 M. G. Road, Hyderabad. Some of the computers were found in the damaged condition. As a Sales Manager of the company, write a complaint letter asking for repair, replacement or compensation. **07**
(b) Write a note on the elements of the structure of a technical proposal. **07**
- Q.6** (a) Discuss various techniques for improving reading comprehension. **07**
(b) Write the technical description of a laptop. **07**
- Q.7** (a) Prepare your resume as an engineer having five years of experience. **07**
(b) Do as directed: **07**
1) The project _____ by April, 2020. (Use appropriate form of the verb 'complete'.)
2) Ram was driving a car. (Change the voice.)
3) If you had worked hard, you _____ our goal. (Use appropriate form of the verb 'achieve'.)
4) I agree _____ you and also _____ your proposal. (to, of, with, at)
5) Either the teacher or the students _____ going to the library. (am, is, are)
6) I would _____ extreme caution. (advise, advice)
7) Proper way to use the internet is called _____. (Give one word substitute.)
