

GUJARAT TECHNOLOGICAL UNIVERSITY**BE - SEMESTER- 1st / 2nd • EXAMINATION – SUMMER 2018****Subject Code: 110002****Date: 16-05-2018****Subject Name: Communication Skills****Time: 02:30 pm to 05:00 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) Define 'communication'. Differentiate between general communication and technical communication. Explain in brief the importance of technical communication. 07
- (b) Enlist major components of non-verbal communication. Discuss any two in detail. 07
- Q.2 (a) Are 'listening' and 'hearing' different? How? Elucidate various types of listening. 07
- (b) Write a short note on any two. 07
- 1) Defining the purpose of presentation
 - 2) Analyzing the audience and locale
 - 3) Use of audio-visual aids in presentation
- Q.3 (a) "You can tell a lot by someone's body language." Explain the importance of body language in an effective interview. 07
- (b) Your classmate is going to take part in a group discussion soon. Draft your tips for making effective group discussion. 07
- Q.4 (a) Write a short note on any two. 07
- 1) Topic sentence and supporting sentence in a paragraph
 - 2) Attributes of a good paragraph
 - 3) Enlist various types of paragraph and discuss any one of them
- (b) A gambling den in your area has created much nuisance for the residents of your area. On behalf of them, prepare a complaint letter addressing the police officer in this regard. 07
- Q.5 (a) What are the essential characteristics of a technical report? Elucidate them briefly. 07
- (b) Define a technical proposal. Elaborate various purposes of technical proposals. 07
- Q.6 (a) Write a short note on any two. 07
- 1) Difference between skimming and scanning
 - 2) Tips to improve reading comprehension
 - 3) Technical Description of any tool/gadget from your laboratory
- (b) Mann Enterprise, 609, Paradise Avenue, Vikasnagar, Baroda wants a junior engineer. Draft a job application with a resume. 07

Q.7 (a) Do as directed.

07

- 1) My mother saw ____ European and ____ American yesterday. (Use proper articles.)
- 2) Bread and butter _____ his only meal during those days. (was/were)
- 3) Look, the sweepers are cleaning the hall meticulously. (Change the voice.)
- 4) I will _____ all your suggestions _____ the last one. (accept/except/expect)
- 5) _____ his being ill, he went to college. (Though, But, Despite)
- 6) From the given brackets, find out one word substitute for 'A person who does not believe in God'. (Theist, Atheist, Antist)
- 7) If you had invited him, he _____ your party. (will + attend) (Use proper form of the verb given in the brackets.)

(b) Comprehend the passage and answer the questions given below.

07

Einstein published three major scientific papers. One of these put forward a new way of calculating the size of molecules. Another explained Brownian motion — the random dance performed by specks of dust trapped in a fluid. Einstein suggested that the tiny particles making up the fluid — its atoms or molecules — were bouncing against the specks of dust and causing the motion. These papers helped to establish the reality of atoms and molecules. Another of Einstein's 1905 papers explained the photoelectric effect — the way that metals could emit electrons (tiny charged particles) from their surface when light was shone on them. Most scientists believed that light travelled in waves — like sound or water waves. But Einstein suggested that the photoelectric effect could be explained if light could also behave as a stream of tiny packets of energy.

Questions:

- 1) In which year, were Einstein's three papers published?
- 2) What is photoelectric effect?
- 3) Explain the concept of 'Brownian motion'.
- 4) How is Einstein different than other scientists regarding light's way of travel?
- 5) Find out the synonym of 'liquid'.
- 6) Find out the antonym of 'minor'.
- 7) Give a suitable title to this passage.
