

Seat No.: _____

Enrolment No. _____

GUJARAT TECHNOLOGICAL UNIVERSITY

BE - SEMESTER-III (NEW) EXAMINATION – WINTER 2023

Subject Code:3130004

Date:02-02-2024

Subject Name:Effective Technical Communication

Time:10:30 AM TO 01:00 PM

Total Marks:70

Instructions:

1. Attempt all questions.
2. Make suitable assumptions wherever necessary.
3. Figures to the right indicate full marks.
4. Simple and non-programmable scientific calculators are allowed.

		MARKS
Q.1	(a) Explain the process of communication.	03
	(b) Write a note on scope of ethics in engineering.	04
	(c) L&T, Baroda is inviting job applications for the posts of Trainee Engineers. Prepare your resume highlighting key skills you are expected to acquire as an engineer.	07
Q.2	(a) Explain the role of paralinguistic in communication.	03
	(b) What is the importance of non-verbal communication?	04
	(c) Shark Tank India is inviting funding proposals from aspiring entrepreneurs. Write a proposal to feature in their show and secure funding for your startup.	07
OR		
	(c) Write a detailed note covering 6-8 ways to deliver effective presentations and speaking in public.	07
Q.3	(a) Mention three strategies you can follow to win during negotiations.	03
	(b) How would you prepare for your next job interview? Write in points.	04
	(c) What roles do creative and critical thinking skills play in organizational communication? Give examples.	07
OR		
Q.3	(a) What is the role of self-confidence and effective communication during job interviews?	03
	(b) What techniques would you follow to succeed in group discussions?	04
	(c) Write a letter of appreciation for one of your employees moving abroad for better growth. Assume the name of organization and employee.	07
Q.4	(a) What do you mean by <i>ethical dilemma</i> ?	03
	(b) Write four key points elaborating your learning from the unit on Ethics in Engineering.	04
	(c) What etiquettes should be followed during small talks?	07
OR		
Q.4	(a) What do you mean by <i>respecting privacy</i> ?	03
	(b) Mention the strategies for effective time management.	04
	(c) What is the importance of accepting and sharing responsibilities at workplace?	07

- Q.5** (a) How would you prepare for your upcoming foreign business tour? **03**
- (b) Your friend hesitates while disagreeing/denying during formal communication. Share three ways so that he can say NO with confidence. **04**
- (c) Write a note on importance of accepting change and continuous learning. **07**
- OR**
- Q.5** (a) Explain the terms 'persistence' and 'prioritization' in terms of self-development. **03**
- (b) Elaborate the statement – "Effective communication leads to successful career". **04**
- (c) Write a note on effective telephone etiquettes. Mention three ways to strengthen telephonic communication. **07**
