

GUJARAT TECHNOLOGICAL UNIVERSITY**BE- SEMESTER-III (NEW) EXAMINATION – WINTER 2024****Subject Code:3130004****Date:18-12-2024****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

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| Q.1 | (a) Briefly explain technical description. | 03 |
| | (b) Define the terms: 1) Kinesics, 2) Paralinguistic | 04 |
| | (c) How would you structure a presentation so as to make it most effective? | 07 |
| Q.2 | (a) Briefly explain technical proposal. | 03 |
| | (b) Explain the role of language in intercultural communication at work place. | 04 |
| | (c) Explain the barriers in effective communication. How can they be removed? | 07 |
| | OR | |
| | (c) Define communication and its process with a diagram. | 07 |
| Q.3 | (a) Point out the importance of Creative Thinking in work life. | 03 |
| | (b) Define any two terms: 1) Change, 2) Persist, 3) Grow | 04 |
| | (c) You have been offered a job as copy editor in a publishing firm. Write a formal letter of acceptance to the Head of the firm. | 07 |
| | OR | |
| Q.3 | (a) What is the role of Gatekeeper in Mass Communication? | 03 |
| | (b) Briefly Explain the Flows of Communication. | 04 |
| | (c) What are the various types of speech events? Support your answer with example of each type. | 07 |
| Q.4 | (a) What is a letter of transmittal in report writing? | 03 |
| | (b) Share your ideas about <i>Learning to say NO</i> in professional life. | 04 |
| | (c) Write a note on 'Group Discussion as a part of selection process in interview'. | 07 |
| | OR | |
| Q.4 | (a) List any three telephonic etiquettes. | 03 |
| | (b) 'Can ethics be taught?' share your thoughts about this concept. | 04 |
| | (c) Draft a technical proposal seeking loan to establish a manufacturing unit in your village to be sent to the State Industrial Development Corporation, Jaipur. (Invent the necessary details) | 07 |
| Q.5 | (a) What do you mean by <i>Making moral choices</i> ? | 03 |
| | (b) What tips would you give to your friend on how to successfully crack the job interview? | 04 |
| | (c) Write a letter to your Institute seeking Five days leaves for participating in an inter-state Tech Festival to be held in Maharashtra. (Invent the necessary details) | 07 |
| | OR | |
| Q.5 | (a) What do you mean by <i>Time management</i> ? | 03 |
| | (b) Define any two terms: 1) Read, 2) Record, 3) Remember | 04 |
| | (c) What is meant by Negotiation? Explain the qualities of a good Negotiator | 07 |
