

GUJARAT TECHNOLOGICAL UNIVERSITY
BE - SEMESTER-I & II(NEW) EXAMINATION – WINTER 2022

Subject Code:2110002**Date:06-03-2023****Subject Name:Communication Skills****Time:10:30 AM TO 01:00 PM****Total Marks:70****Instructions:**

1. Question No. 1 is compulsory. Attempt any four out of remaining Six questions.
1. Make suitable assumptions wherever necessary.
2. Figures to the right indicate full marks.
3. Simple and non-programmable scientific calculators are allowed.

Q.1	Objective Question (MCQ)	Mark
	(a) State whether the following statements are true or false:	07
	<ol style="list-style-type: none"> 1. Chronemics is a kind of verbal communication. 2. Verbal and non-verbal communications are complementary to each other. 3. When a presentation is read from a printed document, the method is called memorization. 4. Appreciative listening is listening for pleasure. 5. The purpose of comprehensive listening is taking decision. 6. Skimming is used for locating specific information. 7. The girl on the train was going to Mussoorie. 	
	(b) Fill in the blanks with appropriate options from the brackets:	07
	<ol style="list-style-type: none"> 1. _____ is the last step of the process of communication. (Decoding, Feedback, Ideation) 2. Gesture is an element of _____. (Paralinguistics, Chronemics, Kinesics) 3. _____ is a feature of Paralinguistics. (Articulation, Facial expression, Eye contact) 4. The purpose of _____ listening is to provide comfort to a distressed speaker. (critical, discriminative, empathetic) 5. _____ technique of presentation is preferred when accuracy of the content is extremely important. (Manuscript, Memorization, Power point) 6. The main focus of the poem 'Goodbye Party to Miss Pushpa T. S.' is _____. (language, journey, party) 7. The narrator got curious about the girl's _____ at the time of her departure. (name, hair, beauty) 	
Q.2	(a) Write a short note on Proxemics.	03
	(b) Enumerate some tips for preparing a Power Point Presentation.	04
	(c) Explain the process of communication with a neat diagram.	07
Q.3	(a) Explain intensive reading.	03
	(b) Write a note on manuscript presentation.	04
	(c) Enlist the characteristics of a good listener.	07
Q.4	(a) What things should kept in mind while drafting an e-mail?	03
	(b) Compare Skimming and Scanning.	04
		07

- (c) As a purchase manager of your company, write a complaint letter to Swagat Wooden Furniture, Rajkot asking for compensation as you found some of the pieces of furniture delivered in the damaged condition.
- Q.5** (a) Enlist the reading strategies. **03**
 (b) Explain the steps for improving the reading comprehension. **04**
 (c) Micatronics Ltd., Andheri, Mumbai wants to open a factory at Vadodara. The company is producing parts of the electronic items. As a consultant engineer, write a feasibility report on establishing a factory in Vadodara. **07**
- Q.6** (a) Write a paragraph on Social Media. **03**
 (b) Write a story using the following points: **04**
 A rich lady becomes blind – a doctor is called – takes away precious things during treatment one by one – treatment works – eye sight restored – the lady refuses to pay the fees – reason inquired by the doctor – the lady's reply, 'I cannot see many things in my house' – the doctor returns the stolen things – moral
 (c) What are the strategies used by the narrator to hide his blindness in the story 'The Eyes are not here'? **07**
- Q.7** (a) Comment on the use of language in the poem 'Goodbye Party to Miss Pushpa T. S.' **03**
 (b) Write a note on the central idea of the poem 'The Road not Taken'. **04**
 (c) Explain the satire on the modern life expressed in the story 'The Romance of a Busy Broker'. **07**
