

Enrollment No./Seat No.:

GUJARAT TECHNOLOGICAL UNIVERSITY

Bachelor of Engineering - SEMESTER - III EXAMINATION - WINTER 2025

Subject Code: 3130004

Date: 29-12-2025

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) What is the role of Gatekeeper in Mass Communication?	03
(b) Negotiation is not just something we do on a business course; it is a skill for life - explain the statement.	04
(c) Write a detailed note covering 6-8 ways to deliver effective presentations and speaking in public.	07
Q.2 (a) Elaborate some important points on etiquette of placing a call.	03
(b) Write four key points elaborating your learning from the unit on Ethics in Engineering.	04
(c) Being a fresh graduate, prepare resume for your dream job in recognized company.	07

OR

(c) Define communication and its process with a diagram.	07
Q.3 (a) Develop a brief note on the process of resolving ethical dilemma	03
(b) Define any two terms: 1) Remember, 2) Persist, 3) Grow	04
(c) Draft a technical proposal seeking loan to establish a recycling unit for the wastage in your village to be sent to the State Industrial Development Corporation, Jaipur. (Invent the necessary details)	07

OR

(a) What do you mean by Engineering Ethics?	03
(b) How 'saying NO' will help you create your image at your workplace?	04
(c) What arrangements will you make for the visit of your foreign counterpart?	07
Q.4 (a) Define small talks. List few topics for small talks	03
(b) Explain 'sense of Responsibility' in relation to Engineering ethics.	04
(c) A serious accident had taken place at a company plant few days ago. As manager of the plant, prepare a detailed report on it with a view to the causes, damage done and precautions for future.	07

OR

(a) Explain significance of intercultural and interpersonal communication in professional life. **03**

(b) Prepare technical description of any one tool, mechanism or a piece of equipment with useful information and a clear diagram. **04**

(c) You have been offered a job of Junior Engineer in a well-known industry. Write a formal letter of acceptance to the Head of the firm. **07**

Q.5 (a) Assess the importance of feedback in communication process? **03**

(b) How creative thinking helps in organizational communication? **04**

(c) List the three types of organizational GD? Explain Brainstorming technique in detail. **07**

OR

(a) What is the role of self-confidence and effective communication during job interviews? **03**

(b) Define any two terms: 1) Think, 2) Assess , 3) Relate **04**

(c) Differentiate between agenda and minutes of the meeting and explain its importance. **07**
