

GUJARAT TECHNOLOGICAL UNIVERSITY
BACHELOR OF ENGINEERING – SEMESTER 3 – EXAMINATION – SUMMER 2026

Subject Code: BE03000051

Date: 29/06/2026

Subject Name: PROFESSIONAL COMMUNICATION AND ETHICS

Time: 02:30 PM TO 05:00 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.**

- Q.1** (a) What are the characteristics of language in professional communication? **03**
- (b) Explain the flow of communication in a professional setting (e.g., upward, downward, horizontal, diagonal). **04**
- (c) Explain the Shannon-Weaver model of communication and evaluate its effectiveness in today's digital age. **07**
- Q.2** (a) Develop a brief technical description on any one of the following: 1. 3D printer 2. Smart Watch 3. Smart phone **03**
- (b) Prepare an email to request an internship opportunity in a reputed company. **04**
- (c) You are a technical manager or procurement head in a firm or college department relevant to your engineering branch. **07**
Write a formal letter to a reputed supplier or manufacturing company requesting a quotation for the purchase of equipment or components needed for your lab, plant, or industrial project.
- OR
- Q.2** (c) Prepare a professional set of documents — Notice, Agenda, and detailed Minutes of the Meeting — for a formal departmental meeting organized to discuss the planning, responsibilities, and budget allocation for a National-Level Tech Festival. Ensure that your content demonstrates appropriate formatting, realistic discussion points, decisions made, and follow-up actions. **07**
- Q.3** (a) What is the purpose of persuasive speaking? **03**
- (b) List four ways in which presentation aids improve effectiveness in a technical presentation. **04**
- (c) Draft a short speech to inspire students about the value of communication in shaping careers. **07**
- OR
- Q.3** (a) Describe the difference between nominal and Delphi group discussions with examples. **03**
- (b) Name and explain any two types of interviews. **04**
- (c) Compare and analyze the formats of a seminar, conference, and symposium. How do they support professional knowledge exchange? **07**
- Q.4** (a) Define workplace etiquette and give two short examples. **03**
- (b) Explain the importance of small talk in professional networking. (Short Answer) **04**
- (c) Evaluate the role of etiquette in enhancing team building. Provide examples or short scenarios. **07**

OR

Q.4	(a) Differentiate between creative thinking and critical thinking.	03
	(b) State four key points to remember while receiving a foreign counterpart in your office (bullet points).	04
	(c) Design a short code of conduct guide (5–6 points) for interns joining a multinational company.	07
Q.5	(a) What is time management? Why is it important for professionals?	03
	(b) Perform a basic SWOT analysis of yourself as an engineering student (short bullet points).	04
	(c) Critically assess how respecting privacy and saying 'No' are essential to maintaining healthy boundaries in a team environment.	07
	OR	
Q.5	(a) What do you understand by “engineering ethics”?	03
	(b) What is Corporate Social Responsibility (CSR)? Give two examples of how companies fulfill it.	04
	(c) You are an engineer in a company dumping waste illegally. Explain your ethical responsibilities and suggest how to resolve the situation	07
