

GUJARAT TECHNOLOGICAL UNIVERSITY

BE-3 SEMESTER – OLD PAPER – W13 TO W22 – QUESTION BANK

Subject Name & Code:

Communication Skills (110002)

Unit 1 – Communication Skills & Technical Communication

Repeated Questions:

1. **Define Communication / Explain the Communication Cycle / Process with a diagram.**
 - **Appeared in:** W10 (Q1a, 07 marks), S11 (Q1a), W12 (Q1a), W13 (Q1a, 07 marks), W14 (Q1a), S14 (Q1b), W18 (Q1a), S18 (Q1a), S19 (Q1a), W10R (Q1a).
2. **Differentiate between General Communication and Technical Communication.**
 - **Appeared in:** W12 (Q2b), S12 (Q1a, 04 marks), W13 (Q2b), W11 (Q5b), W18 (Q2b), S18 (Q1a).

Other Important Questions:

1. **Explain the importance / role of technical communication.**
 - **Appeared in:** W12 (Q2b), S12 (Q1a), W13 (Q2b), W10R (Q1a), S18 (Q1a).
2. **Explain the characteristics of language.**
 - **Appeared in:** S11 (Q1a), S13 (Q1a, 04 marks).
3. **Discuss formal and informal communication / Grapevine (advantages & disadvantages).**
 - **Appeared in:** S11 (Q1b), W11 (Q1b).
4. **Explain factors to be considered in technical communication.**
 - **Appeared in:** W12 (Q2b).
5. **Explain levels of communication.**
 - **Appeared in:** W10 (Q2b), S12 (Q1b, 05 marks), S13 (Q1b, 05 marks).
6. **Why does communication often fail? / Discuss why messages get distorted in organizations.**
 - **Appeared in:** W12 (Q1b), S19 (Q1b, Q3a), W14 (Q1b).

Unit 2 – Verbal & Non-Verbal Communication & Barriers

Repeated Questions:

1. **Enlist components of non-verbal communication / body language and explain any two.**
 - **Appeared in:** W10 (Q1b), W18 (Q1b), S18 (Q1b), S14 (Q3a – Facial Expressions).
2. **What is noise? Explain barriers to effective communication (Organizational, Intrapersonal, Interpersonal, etc.).**
 - **Appeared in:** W10 (Q2a), W11 (Q2a), W12 (Q1b), W13 (Q1b), S13 (Q1c), W14 (Q3b), W10R (Q2b).

Other Important Questions:

1. **Discuss personal / intrapersonal barriers in detail.**
 - **Appeared in:** W18 (Q2a), W13 (Q1b), S14 (Q2a).
2. **What are organizational barriers?**
 - **Appeared in:** W18 (Q2a OR), W11 (Q2a).
3. **Explain interpersonal barriers.**
 - **Appeared in:** S12 (Q1c), S13 (Q1c), W14 (Q3b).
4. **Discuss verbal vs. non-verbal communication.**
 - **Appeared in:** W10R (Q2b).
5. **Write on proxemics / paralinguistics / kinesics.**
 - **Appeared in:** W11 (Q3a – Kinesics), W14 (Q6b), S14 (Q4a).
6. **Discuss communication across cultures.**
 - **Implied in Unit 2 topics; covered indirectly in barrier discussions.**

Unit 3 – Listening Skills

Repeated Questions:

1. **Differentiate between listening and hearing. Explain types of listening / traits of a good listener.**
 - **Appeared in:** S18 (Q2a), W10 (Q2b OR), W11 (Q2b), W13 (Q2a), W14 (Q2a), W10R (Q1b), S19 (Q2a).
2. **Explain barriers to effective listening.**
 - **Appeared in:** W18 (Q3a).

Other Important Questions:

1. **Explain active vs. passive listening / empathetic listening.**
 - **Appeared in:** S11 (Q5a), S14 (Q3a).
2. **Give tips for effective listening.**
 - **Appeared in:** S12 (Q2a), S13 (Q2a), W10R (Q1b).
3. **Explain the process of listening.**
 - **Appeared in:** W12 (Q2a), W10 (Q2b OR).

Unit 4 – Effective Presentation Strategies

Repeated Questions:

1. **Explain steps / strategies in planning a presentation / defining purpose / audience analysis / use of visual aids.**
 - **Appeared in:** W10 (Q3a), W18 (Q3b), S12 (Q2b, Q2c), S18 (Q2b), S19 (Q4a), S14 (Q3b).

Other Important Questions:

1. **Explain types of visual aids used in presentations.**
 - **Appeared in:** W18 (Q3b), S11 (Q2b).
2. **Write on extemporaneous mode of delivery / use of audio-visual aids.**
 - **Appeared in:** S11 (Q5a), S13 (Q2b), W14 (Q6b).
3. **Discuss nuances of delivery / body language in presentations.**
 - **Appeared in:** S12 (Q2c – Paralinguistics), S14 (Q3b).

Unit 5 – Interviews

Repeated Questions:

1. **Explain types of interviews / questions asked / importance of body language in interviews.**
 - **Appeared in:** W18 (Q4b), S13 (Q3a, Q3b), W14 (Q6a), S18 (Q3a), W10R (Q3b).
2. **Give tips for better performance in an interview.**
 - **Appeared in:** W10 (Q4b), W13 (Q4a), S14 (Q6a).

Other Important Questions:

1. **Prepare as an interviewer / plan questions for interview panel.**
 - **Appeared in:** W12 (Q4a).
2. **Discuss importance of non-verbal aspects in interviews.**
 - **Appeared in:** S18 (Q3a).
3. **Explain objectives and types of interviews.**
 - **Appeared in:** S11 (Q5a).

Unit 6 – Group Discussions

Repeated Questions:

1. **What is group discussion? Explain techniques / tips for success in GD.**
 - **Appeared in:** W10 (Q4a), W11 (Q3b), W12 (Q3b), W18 (Q5a), S18 (Q3b), S14 (Q6a).
2. **Explain evaluation components / role functions in GD.**
 - **Appeared in:** S11 (Q2b OR), W13 (Q4b), S13 (Q3c).

Other Important Questions:

1. **Discuss Delphi technique in GD.**
 - **Appeared in:** W12 (Q4b), W13 (Q3a).
2. **Explain forms / techniques of organizational GD.**
 - **Appeared in:** W10R (Q5a).

Unit 7 – Paragraph Development

Repeated Questions:

1. **Explain techniques of paragraph development / central components / topic sentence.**
 - **Appeared in:** S11 (Q2a), W11 (Q4b), W13 (Q3b), S13 (Q4c), W14 (Q2b), W10R (Q3a).

Other Important Questions:

1. **Write on attributes / types of paragraphs.**
 - **Appeared in:** S18 (Q4a), S11 (Q2a).
2. **Develop a topic sentence into a paragraph.**
 - **Appeared in:** W18 (Q6b), S14 (Q4b).
3. **Explain difference between skimming and scanning.**
 - **Appeared in:** S12 (Q6c), W14 (Q3a), S19 (Q3b), W10 (Q5a OR).

Unit 8 – Business Letter Writing

Repeated Questions:

1. **Draft a complaint letter / reply to complaint / inquiry letter in block format.**
 - **Appeared in:** W10 (Q3a OR), W11 (Q6a), W12 (Q6b), S12 (Q4b), W13 (Q5a), S13 (Q5b), S14 (Q6b), W18 (Q6a), S18 (Q4b), S19 (Q5a).

Other Important Questions:

1. **Explain structure / types of business letters / you-attitude.**
 - **Appeared in:** S12 (Q4c).
2. **Write a job application with resume / covering letter.**
 - **Appeared in:** W10 (Q3b OR), W11 (Q7a), S11 (Q3a), W12 (Q6a), S12 (Q7a), S18 (Q6b), S19 (Q5b).

Unit 9 – Technical Reports

Repeated Questions:

1. **Explain objectives / characteristics / types / structure of technical reports.**
 - **Appeared in:** S11 (Q3b), W11 (Q3a, Q4a), W18 (Q4a), S18 (Q5a), S19 (Q6b), W10R (Q2b OR).
2. **Write a report on a given scenario (accident / feasibility / investigation).**
 - **Appeared in:** W12 (Q5a), S12 (Q5b), W13 (Q6a), S13 (Q6c), W18 (Q5b).

Other Important Questions:

1. **Classify reports based on purpose, frequency, mode.**
 - **Appeared in:** S12 (Q5c), S19 (Q4b), W14 (Q5a).
2. **Explain prefatory parts of a report.**
 - **Appeared in:** W12 (Q5b).

Unit 10 – Technical Proposals

Repeated Questions:

1. **Define technical proposal. Explain purpose / types / characteristics / structure.**
 - **Appeared in:** S18 (Q5b), W13 (Q5b), W14 (Q4a), S13 (Q4a).

Other Important Questions:

1. **Write a proposal for a given scenario (Wi-Fi / parking / canteen).**
 - **Appeared in:** S11 (Q4a OR), W10 (Q5a), W10R (Q4a OR).
2. **Explain elements of structure in technical proposal.**
 - **Appeared in:** W13 (Q5b).

Unit 11 – Technical Descriptions

Repeated Questions:

1. **Write a technical description of a gadget / machine / tool.**
 - **Appeared in:** W10 (Q5b), S12 (Q6a), W13 (Q6b), S13 (Q6b), W14 (Q4b), S18 (Q6a), S19 (Q7a).

Other Important Questions:

1. **Explain guidelines for writing good technical description.**
 - **Appeared in:** S11 (Q4b), W11 (Q5b).
2. **Describe an object from your environment / laboratory.**
 - **Appeared in:** W12 (Q5b), S18 (Q6a).

Unit 12 – Effective Reading Skills

Repeated Questions:

1. **What is reading comprehension? Explain reasons for poor comprehension / tips to improve.**
 - **Appeared in:** W12 (Q7a), W11 (Q5a), S19 (Q6a), S14 (Q5a).
2. **Explain skimming and scanning techniques.**
 - **Appeared in:** W10 (Q5a OR), S12 (Q6c), W14 (Q3a), S19 (Q3b).

Other Important Questions:

1. **Discuss purposes of reading.**
 - **Appeared in:** S11 (Q3b), S13 (Q5a), W14 (Q3a), W10R (Q5a OR).
2. **Explain techniques for good comprehension.**
 - **Appeared in:** S13 (Q5c), W13 (Q5b).

Unit 13 – Job Application & Resume

Repeated Questions:

1. **Prepare a resume / CV (chronological / functional) with cover letter.**
 - **Appeared in:** W10 (Q3b OR), W11 (Q7a), S12 (Q7a), S13 (Q7a), S18 (Q6b), S19 (Q2b, Q5b).

Other Important Questions:

1. **Write a job application in response to an advertisement.**
 - **Appeared in:** W12 (Q6a), S11 (Q3a), S18 (Q6b), S19 (Q5b).
2. **Explain types of resumes.**
 - **Appeared in:** S11 (Q5a).

Unit 14 – Grammar & Vocabulary

Repeated Questions:

1. **Do as directed: Articles, Prepositions, Verbs, Voice, Subject-Verb Agreement, Homophones, Idioms, Confusables, One-word substitutes.**
 - **Appeared in: Every paper from W10 to S19 has a “Do as directed” section (Q7 / Q5 / Q4b, etc.).**

Examples:

- **W18 Q7** – Homophones, Idioms, Articles, Verbs.
- **S18 Q7** – Articles, Verbs, Synonyms, Antonyms.
- **W12 Q7b** – Voice, Prepositions, Homonyms.
- **S14 Q7** – Error correction, Confusables, Subject-Verb Agreement.
- **W14 Q7** – Voice, Confusables, One-word substitutes, Prepositions.
