

GUJARAT TECHNOLOGICAL UNIVERSITY**BE - SEMESTER-III (NEW) EXAMINATION – SUMMER 2021****Subject Code:3130004****Date:03/09/2021****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) Define 'Para linguistics' and explain its various components in reference to a presentation.	03
(b) What is intercultural communication? Note down some useful tips for effective intercultural communication.	04
(c) Define communication and explain Communication cycle with diagrammatic presentation in detail.	07
Q.2 (a) Define the term 'Proxemics' and explain intimate space, personal space, social space and public space.	03
(b) Explain the term 'kinesics' and its components in detail- facial expressions, gestures, postures and eye contact.	04
(c) Your company has decided to establish a factory in your town. You are given task to find a suitable place for factory site. Write a report based on your findings recommending the most suitable place.	07
OR	
(c) As a student of Engineering, you have come across an advertisement for the post of an executive engineer. Draft a résumé along with a cover letter.	07
Q.3 (a) Define the term 'agenda' and 'minutes'. Discuss their significance with reference to meetings.	03
(b) Discuss any four attributes that can help a person in self development and assessment.	04
(c) Write a complaint letter to Cozy Wooden Furniture, Ahmedabad asking for compensation as you found the delivered furniture in damaged condition.	07
OR	
Q.3 (a) Prepare technical description of any one tool, mechanism or a piece of equipment of your choice with useful information and a clean diagram.	03
(b) "You can tell a lot by someone's body language." Elaborate the use of body language during interviews.	04
(c) Write detailed note on: 1. Learning to say no 2. Respecting privacy	07
Q.4 (a) Examine- 1. Persist 2. Prioritize in context of self development.	03
(b) "The advantages of time management are enormous"- Discuss various strategies and advantages of time management.	04
(c) As an engineering student, you want to purchase a laptop for your personal use. Write a letter of inquiry asking for price, configuration, discount, mode of payment to Techworld Enterprise, Maninagar, Ahmedabad.	07

OR

- Q.4** (a) Enlist the types of public speaking and exemplify the general qualities of an effective public speaker. **03**
- (b) What is feedback in communication cycle? Discuss its importance. **04**
- (c) Why is it important to define purpose of a presentation? Discuss the importance of 'audience' and 'locale' while preparing for a presentation. **07**
- Q.5** (a) What is the importance of critical and creative thinking process for effective communication? **03**
- (b) Explain group discussion as part of the recruitment process mentioning key skills, which are essential for successful participation in group discussion? **04**
- (c) Discuss Engineering ethics with reference to its scope and purpose. **07**

OR

- Q.5** (a) Write a note on preparations required before job interview. **03**
- (b) Enlist the etiquette that one should follow while making and receiving a call. **04**
- (c) Explain importance of the study of engineering ethics with reference to an individual and an organization. **07**

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