

Seat No.: _____

Enrolment No. _____

GUJARAT TECHNOLOGICAL UNIVERSITY
B. E. - SEMESTER – I-II (NEW) • EXAMINATION – WINTER • 2014

Subject code: 2110002

Date: 24-12-2014

Subject Name: Communication Skills

Time: 10:30 am - 01:00 pm

Total Marks: 70

Instructions:

1. Question No. 1 is compulsory. Attempt any four out of remaining Six questions.
2. Make suitable assumptions wherever necessary.
3. Figures to the right indicate full marks.

Q.1 (a) Select the correct answer from the given options in the brackets. 07

1. Shakespeare is _____ author of this book. (an/the)
2. Bats are seen (in/at) night.
3. It is Mahesh who _____ all the appreciation. (deserves, deserve)
4. The serial is over. It is time to go _____ bed. (to/in)
5. If she _____ about his financial situation, she would have helped him out. (knew, had known)
6. A pair of scissors _____ required to cut the cloth. (is/are)
7. I saw a lion in the forest. _____ lion had a long tail. (a/the)

(b) Choose appropriate option for the following questions/statements. 07

1. We use this type of language when speaking to a friend.
 - a. Formal
 - b. Informal
 - c. Friendly
2. Which phrase is correct?
 - a. He's working at Microsoft for fifteen years.
 - b. He's worked at Microsoft for fifteen years.
 - c. He works at Microsoft for fifteen years.
3. Identify incorrect sentence.
 - a. He lives in Mumbai.
 - b. They drove to Ahmedabad on Saturday.
 - c. I arrived at home at 6 o'clock.
4. Which question asks for advice?
 - a. I'm afraid I don't know where the entrance is.
 - b. What would you like to know?
 - c. What should I do with my plastic bottles?
5. 'This is Philip' is used when...
 - a. Introducing yourself
 - b. Answering the phone
 - c. Talking to a stranger
6. Which is a correct response to the question: How do you do?
 - a. I'm fine.
 - b. I'm a clerk.
 - c. How do you do?
7. Which signature is the most formal?
 - a. Love,
 - b. Yours faithfully,
 - c. Best wishes

OR

Q.1 (a) Fill in the following blanks with the appropriate alternative. 07

1. Let the flowers _____ .
(a) not plucked (b) not be plucked (c) not be plucking (d) not been plucked

2. The Castle _____ in the 17th century.
(a) build (b) has build (c) was build (d) had build
3. The car _____ by the mechanic.
(a) is repairing (b) is being repaired (c) has repaired (d) had repaired
4. The phone rang while I _____ dinner.
(a) had (b) was having (c) am having (d) have been having
5. The police had to use force to _____ the angry mob.
(a) disperse (b) provoke (c) explain (d) beat
6. Neither Sunil nor Anil _____ available.
(a) is (b) are (c) was (d) were
7. Will you please _____ me about how to give _____ to the children.
(a) advising (b) advice (c) advise (d) advising
- (b) Fill in the following blanks with the appropriate alternative. 07**
1. _____ is the word which refers to the distance around a circle.
(a) circumspect (b) circumference (c) circumpherence (d) circumvent
2. The full form of USB is _____.
(a) Universal Serial Bus (b) University Science Branch (c) United Soviet Bank (d) University Serial Bus
3. A line is called _____ to another if they make a 90° angle.
(a) parallel (b) perpendicular (c) linear (d) diverse
4. If I had a lot of money, I _____ around the world.
(a) would have travelled (b) will travel (c) would travel (d) had travelled
5. If I _____ to bed early, I would have caught the train.
(a) will go (b) have gone (c) would gone (d) had gone
6. When I called Mala, she was _____ the bus.
(a) in (b) into (c) on (d) over
7. There are total _____ vowel sounds in English language.
(a) 05 (b) 20 (c) 24 (d) 26
- Q.2 (a) Explain the process of communication with the help of its model. 03**
(b) 'Communication is the backbone of any organization' – Justify the statement. 04
Elaborate the terms 'Kinesics' and 'Proxemics'. Give examples.
(c) Write a note on any three barriers to effective communication. Give appropriate examples. 07
- Q.3 (a) What is the importance of interaction among the presenter and audience during a presentation? 03**
(b) Mention five commonly faced problems by presenters while giving a presentation. Give examples. 04
(c) You are supposed to deliver a presentation on role of youth in nation's development. Prepare an outline of the presentation. 07
- Q.4 (a) Differentiate between *hearing* and *listening*. 03**
(b) Write a note on three barriers to effective listening. Offer your suggestions for removing those barriers. 04
(c) Write a note on *skimming* and *scanning* techniques of reading. Give examples. 07
- Q.5 (a) As a student career development coordinator of your college, draft an email to invite HR Manager, Acer India, to deliver a talk to the students of Information Technology. 03**
(b) Write a paragraph (in 100 words) on *importance of communication for engineers*. 04
(c) Justify the importance of proper body language and effective PowerPoint for 07

