

Seat No.: _____

Enrolment No. _____

GUJARAT TECHNOLOGICAL UNIVERSITY
MCA - SEMESTER-II • EXAMINATION – WINTER 2015

Subject Code: 620008

Date: 11/12/2015

Subject Name: Communication Skills

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.

- Q.1** (a) Explain interpersonal barriers of communication. **07**
(b) Write a short note on gestures and postures. **07**
- Q.2** (a) Explain in brief the positive and negative impact of technology enabled communication. **07**
(b) Explain in brief the process of communication. **07**
- OR**
- (b) Explain in brief the interview process. **07**
- Q.3** (a) What are the traits of a good Listener? Explain in brief. **07**
(b) How can visual aids enhance technical communication? What points should be borne in mind while using visual aids? **07**
- OR**
- Q.3** (a) Explain different modes of delivery for making presentation. List at least one advantage and disadvantage of each. **07**
(b) What different aspects are to be considered while planning a presentation? **07**
- Q.4** (a) Explain in brief the different forms of group communication? **07**
(b) Explain in brief the techniques for good technical writing. **07**
- OR**
- Q.4** (a) Write a short note on group discussion as a tool for decision making and problem solving. **07**
(b) “ABC Ltd is looking for the junior programmers. Apply for the post with the cover letter and resume. **07**
- Q.5** (a) Explain in brief the different components of research paper. **07**
(b) Explain different categories of report with example. **07**
- OR**
- Q.5** (a) Explain the evaluation criteria for the technical proposals. **07**
(b) Explain the guidelines for writing a good technical description. **07**
