GUJARAT TECHNOLOGICAL UNIVERSITY
BE- SEMESTER–III (NEW) EXAMINATION – WINTER 2020

Subject Code:3130004   **Date:12/03/2021**
Subject Name:Effective Technical Communication
Time:10:30 AM TO 12:30 PM   **Total Marks:56**
Instructions:
1. **Attempt any FOUR questions out of EIGHT questions.**
2. **Make suitable assumptions wherever necessary.**
3. **Figures to the right indicate full marks.**

			Marks
Q.1	(a)	Define the term 'communication' with suitable examples.	03
	(b)	What is the role of intercultural communication in work life?	04
	(c)	What are the paralinguistic features? Explain with suitable illustrations.	07
Q.2	(a)	Explain the term 'proxemics' with suitable examples.	03
	(b)	Enlist dos and don'ts of minutes of meeting.	04
	(c)	Prepare a resume of your own imagining that you are a final year student and applying for a job in your dream company.	07
Q.3	(a)	Enlist the dos and don'ts of letter writing.	03
	(b)	You are the meeting organizer. Define the agenda of meeting that you want to discuss with the members.	04
	(c)	Being an engineering student, write a technical description of an object by drawing the object and mentioning its technical parts in detail.	07
Q.4	(a)	Explain critical thinking and creative thinking.	03
	(b)	Enlist the negotiation skills with suitable illustrations.	04
	(c)	Explain the dos and don'ts of group discussion in detail.	07
Q.5	(a)	What do you mean by engineering ethics? Explain.	03
	(b)	What do you mean by sharing and accepting responsibility?	04
	(c)	Discuss telephonic etiquettes in detail.	07
Q.6	(a)	Why making moral choices are difficult?	03
	(b)	What are the etiquettes for small talks?	04
	(c)	What are the presentation strategies? Define in detail.	07
Q.7	(a)	How can one say 'NO' politely with regards to time management?	03
	(b)	Write brief notes on 'Change' and 'Grow'.	04
	(c)	Prepare a report on your observations on covid-19 guidelines followed by people living around you.	07
Q.8	(a)	What is respecting privacy? Explain.	03
	(b)	Write brief notes on 'Communicate' and 'Relate' and 'Dream'.	04
	(c)	Why effective time management is necessary for becoming a successful engineer? Discuss with suitable examples.	07

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