

GUJARAT TECHNOLOGICAL UNIVERSITY**BE- SEMESTER-III (NEW) EXAMINATION – WINTER 2024****Subject Code:3130004****Date:18-12-2024****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) Briefly explain technical description.	03
	(b) Define the terms: 1) Kinesics, 2) Paralinguistic	04
	(c) How would you structure a presentation so as to make it most effective?	07
Q.2	(a) Briefly explain technical proposal.	03
	(b) Explain the role of language in intercultural communication at work place.	04
	(c) Explain the barriers in effective communication. How can they be removed?	07
	OR	
	(c) Define communication and its process with a diagram.	07
Q.3	(a) Point out the importance of Creative Thinking in work life.	03
	(b) Define any two terms: 1) Change, 2) Persist, 3) Grow	04
	(c) You have been offered a job as copy editor in a publishing firm. Write a formal letter of acceptance to the Head of the firm.	07
	OR	
Q.3	(a) What is the role of Gatekeeper in Mass Communication?	03
	(b) Briefly Explain the Flows of Communication.	04
	(c) What are the various types of speech events? Support your answer with example of each type.	07
Q.4	(a) What is a letter of transmittal in report writing?	03
	(b) Share your ideas about <i>Learning to say NO</i> in professional life.	04
	(c) Write a note on ‘Group Discussion as a part of selection process in interview’.	07
	OR	
Q.4	(a) List any three telephonic etiquettes.	03
	(b) ‘Can ethics be taught?’ share your thoughts about this concept.	04
	(c) Draft a technical proposal seeking loan to establish a manufacturing unit in your village to be sent to the State Industrial Development Corporation, Jaipur. (Invent the necessary details)	07
Q.5	(a) What do you mean by <i>Making moral choices</i> ?	03
	(b) What tips would you give to your friend on how to successfully crack the job interview?	04
	(c) Write a letter to your Institute seeking Five days leaves for participating in an inter-state Tech Festival to be held in Maharashtra. (Invent the necessary details)	07
	OR	
Q.5	(a) What do you mean by <i>Time management</i> ?	03
	(b) Define any two terms: 1) Read, 2) Record, 3) Remember	04
	(c) What is meant by Negotiation? Explain the qualities of a good Negotiator	07
