Seat No.: Enrol		ment No	
DI	GUJARAT TECHNOLOGICAL UNIV PLOMA ENGINEERING – SEMESTER – I/II • EXAMINATIO		
Subject Code: 3326301		Date: 05-06-2017	
_	ect Name: Communication Skills 10:30 AM TO 01:00 PM tions:	Total Marks: 70	
1. 2. 3. 4.	Attempt all questions.  Make suitable assumptions wherever necessary.  Figures to the right indicate full marks.  Each question carry equal marks (14 marks)		
	Q.1 Answer the following. [Any seven]  1. What is the importance of effective communication in business?  2. What are the different types of communication?  3. Define non-verbal communication.  4. What do you understand by the term "Grapevine"?  5. Define kinesics in brief.  6. Name physical barriers to communication.  7. Give any two advantages of audio signs in communication.  8. What does body language include?  9. Name the levels of communication.  10. Give two benefits of horizontal communication.	[14]	
	<ul> <li>Q.2 (a) State whether the following sentences are true or false. [Any three]</li> <li>1. Radio is an example of mass communication.</li> <li>2. Agenda for a meeting should be circulated in advance.</li> <li>3. The words memo and circular are synonyms.</li> <li>4. The tone of a memo is stiff and passive.  OR</li> <li>(a) You are the Secretary of the Software Pvt. Ltd. A meeting has be 2017 with the Chairman of the company. Prepare an agenda of discussed in the meeting.</li> </ul>	T times issues	
	<ul> <li>(b) Write a notice for the students of your university informing them of Celebration.</li> <li>(b) Answer the following. [Any three]</li> <li>1. What is communication?.</li> <li>2. Draw a sign of "U Turn".</li> <li>3. What is Inter-personal communication?</li> <li>4. Name two signs of visual communication.</li> </ul>	Independence Day [03]	

(c) Match the following.

1. Message in a memo

2. Statistical information3. Tone of a Circular

4. Notice

[04]

[a] is in tabular form.[b] is polite and courteous.[c] is displayed on a board.[d] is direct and brief.

(c) Yesterday a blood donation co	amp was organized by your college. Write a report on it.	
(d) State whether the following s  1. U-turn is an example of aud  2. Noise is a part of socio-psy	dio sign in non-verbal communication. chological barriers.  Iso known as official communication.	
(d) Write a business letter for or	rdering agricultural tools for your shop.	
Q.3 (a) Choose correct answer from 1. To keep an eye on 2. To give ear to 3. To call a spade a spade 4. To back up	the bracket. [Any three] [03]  [to watch, to threaten, to show] [to donate ear, to pay attention, to ignore] [to call back, to be straightforward in a talk, to be afraid off] [support, back out, bring out]	
	OR	
(a) Give the meaning of the following 1. French leave 2. In black and white 3. A child's play 4. Crocodile tears		
	thereal [03]	
(b) Match the following [Any 1. Bad blood 2. High time 3. A close-fisted man Black 4. Pros and cons	[a] arguments for and against [b] a miser	
	OR	
1 The dan't have much tim	me to the point, over and above,]  the for discussion. Let us be serious and  the mance-linked bonus your salary.  people in	
(c) Write a circular to inform proceed for two hours.	people that tomorrow there will be no electric supply in your [04]	
(c) Choose the correct answer.  1 are used ir  (a) Names of people (b)  2. The word "memo" is deri	n a memo. Titles (c) Prefixes	
(a) memor (b)  3. The language in the Office	) memorendum (c) memorare	
(a) friendly (b)	) official and authoritarian (c) polite	

<ul><li>(a) tone and style</li><li>5. Minutes should be s</li><li>(a) Presiding officer</li><li>and Secretary</li></ul>	and secretary (b) President and vice President (c)	
(d) Draft a resume to a University, Ahmed  (d) Answer the follow 1. What is the difference 2. By whom the min 3. Write any two difference 4. What is Minutes of	OR ing. [Any four] ence between circular and notice? nutes should be written? ferences between a memo and a letter.	g in Global [04]
		[03]
1. Complex 2. Decrease 3. Enhance 4. Declare  (a) Select a correct sy 1. Pay attention. Th 2. Do not get panic 3. Mr. Ambani is v	in examinations. [happy, for the following words. [Any four]	nt, advice, easy] ear, sad]
	OR .	
(b) Select a correct	antonym from the bracket.	
1. Foreign	private, native, securar	
2. Distant	[greedy, poor, near] [professional, depressed, optional]	
3. Cheerful	[relaxed, common, innocent]	
4. Rare	[relaxed, common, missens]	
(c) Translate the fo 1. Laboratory 2. Order 3. Income tax 4. National 5. Institution 6. Telephone 7. Security	llowing words into Hindi.	[07]

Q.5 (a) Do as directed. [Any four]	[04]
1. They were walking slowly. [Identify the Adverb]	
2. My teacher used to say that comes to those who work very hard.	
[Change the adjective "glorious" into noun].	
3. When we reached the cinema hall, the movie already	
[Use correct form of verb "start"]	
4. The beauty of this garden attracts the visitor over here.	
[Write adjective of "beauty"]	
5. Yesterday, I did not go to college I was not feeling well.	
[Use proper conjunction]	
[ess proper conjunction]	
(b) Answer the following.	F0.47
1. Name the famous Gurudwara of Nanded	[04]
2. Why could Uncle Podger not find his handkerchief?	
3. Who was the founder of Azad Hind Fauj?	
4. What had the photograph and days a side do	
4. What had the photographer done with the author's eyes?	
(c) Write a short note: [Any one]	5003
With the Photographer	[03]
OR	
Subhash Chandra Bose	
Subliasii Chandra Bose	
(d) Answer the following. [Any three]	5003
1 When is the hirth apply areasy of Court Cabin I Claud at 1	[03]
1. When is the birth anniversary of Guru Gobind Singh celebrated?	
2. What kind of mustachios has the author described?	
3. List the accessories and tools that Uncle Podger needed to hang a picture.	
4. Who invented wireless telegraphy?	