

Seat No.: _____

Enrolment No.: _____

GUJARAT TECHNOLOGICAL UNIVERSITY
DIPLOMA ENGINEERING – SEMESTER – • EXAMINATION – WINTER 2016

Subject Code: 3326301

Date: 30-12 -2016

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.
4. Each question carry equal marks (14 marks)

~~Q.1 Answer the following. [Any seven] [14]~~

1. What are the objectives of downward communication?
2. What is upward communication?
3. What are the advantages of diagonal communication?
4. What is feedback in process of communication?
5. Name the levels of communication.
6. Name socio-psychological barriers to communication.
7. Give any two characteristics of non-verbal communication.
8. What is sign language?
9. Define kinesics in brief.
10. When do we use audio signs?

Q.2 (a) State whether the following sentences are true or false. [Any three] [03]

1. Circulars are meant to convey the same information to a large number of people.
2. Notices are used to inform the staff of any changes in procedures.
3. Minutes are an informal recording of the proceedings of a meeting.
4. The words memo and circular are synonyms.

OR

(a) You are the Secretary of the Student Council. A meeting has been fixed for 10 December 2016. Prepare an agenda of three issues to be discussed in the meeting.

(b) Write a notice for the students of your college informing them of Annual Day Celebration. [03]

OR

(b) Answer the following. [Any three]

1. Give examples of Visual Signs.
2. What is barrier to communication?
3. What is Intra-personal communication?
4. Draw a sign of "U Turn".

(c) Match the following. [04]

1. Tone of a Circular
2. Statistical information
3. Message in a memo
4. Purpose of a memo

- [a] is in tabular form.
- [b] is polite and courteous.
- [c] is to put on record.
- [d] is direct and brief.

OR

(c) You witnessed a car accident yesterday. Write a report on the incident.

(d) State whether the following sentences are true or false. [04]

1. Formal communication is also known as official communication.
2. Noise is a part of semantic barriers.
3. Non-verbal communication is always spontaneous.
4. Radio is an example of mass communication.

OR

(d) Write a letter to the Municipal Commissioner complaining about the poor drainage facility in your society.

Q.3 (a) Choose correct answer from the bracket. [Any three] [03]

1. To reduce [cut down, cast aside, come off]
2. To come to an end [run away, run out, let off]
3. To meet by chance [carry out, come off, come across]
4. To support [back up, back out, bring out]

OR

(a) Give the meaning of the following. [Any three]

1. All in all
2. At eleventh hour
3. By hook or crook
4. A child's play

(b) Match the following. [Any three] [03]

- | | |
|-----------------------|---|
| 1. A close-fisted man | [a] hypocritical show of sympathy |
| 2. Crocodile tears | [b] a state of imaginary happiness |
| 3. Black sheep | [c] a miser |
| 4. A fool's paradise | [d] a person who betrays his associates |

OR

(b) Fill in the blanks with suitable phrasal verbs. [Any three]

[cold blood, come to the point, over and above, elbow room]

1. We don't have much time for discussion. Let us be serious and _____.
2. ~~The new director was given plenty of _____ to manage the things as he liked.~~
3. The terrorists killed many people in _____.
4. You will be given a performance-linked bonus _____ your salary.

(c) Write a circular to the students informing about the new bus route and time for tomorrow due to Ganesh Visarjan. [04]

OR

(c) Choose the correct answer. [Any four]

1. The difference between a memo and a letter is in the
(a) tone and style (b) message (c) addressee
2. Minutes should be signed by
(a) Presiding officer and secretary (b) President and Vice President (c) Vice President and Secretary

3. The language in the Official Letter is always
(a) friendly (b) official and authoritarian (c) polite
4. The word "memo" is derived from the Latin word
(a) memor (b) memorendum (c) memorare
5. _____ are used in a memo.
(a) Names of people (b) Titles (c) Prefixes

(d) Aadarsh College, Surat is looking for an Assistant Professor for Communication Skill with the minimum two years of experience. Draft a resume to apply for the same. [04]

OR

(d) Answer the following. [Any four]

1. What is the purpose of Circulars?
2. Which are the forms of Official Correspondence?
3. Write any two differences between a memo and a letter.
4. What are the advantages of a memo form?
5. What is Minutes of meeting?

Q.4 (a) Give synonyms for the following words. [Any three]

[03]

1. Able
2. Decline
3. False
4. Rigid

OR

(a) Select a correct synonym from the bracket for the underlined words.

1. Our Prime Minister wants to abolish poverty form India [end, increase, cure]
2. You should not blame others for your failure. [praise, accuse, advise]
3. She bought a rare diamond necklace of one crore. [stiff, harsh, unique]

(b) Give antonyms for the following words. [Any four]

[04]

1. Encourage
2. Honest
3. Major
4. Transparent
5. Careful

OR

(b) Select a correct antonym from the bracket.

1. Public [~~private, native, secular~~]
2. Wealthy [greedy, poverty, apathy]
3. External [professional, optional, internal]
4. Tense [relaxed, lively, innocent]

(c) Translate the following words into Hindi.

[07]

1. Syllabus
2. Experiment
3. Discovery
4. Volunteer
5. Proposal
6. Qualification
7. Opposition

Q.5 (a) Do as directed. [Any four] [04]

1. They were decorating the house last night. [Identify the Pronoun]
2. My father used to say that _____ spoils one's life.
[Change the adjective "greedy" into noun].
3. When we reached the railway station, the train _____ already _____ the platform.
[Use correct form of verb "leave"]
4. The glory of this temple attracts the visitor over here.
[Write adjective of "glory"]
5. We wanted to visit more places _____ our vacation was over.
[Use proper conjunction]

(b) Answer the following. [04]

1. What was Uncle Podger hanging?.
- ~~2. Who was the tenth Guru of Sikh dharma?~~
3. What was the financial condition of Khan Azam Khan?
4. Who was the founder of Azad Hind Fauj?

(c) Write a short note: [Any one] [03]

1. Jagdish Chandra Bose

OR

Subhash Chandra Bose

(d) Answer the following. [Any three] [03]

1. What was the earlier name of Guru Gobind Singh?
2. With whose influence Netaji joined Indian National Congress?
3. Unscramble the words: wtits or tcsdene
4. Give meaning of: siesta or memento