

**GUJARAT TECHNOLOGICAL UNIVERSITY****MCA Integrated - SEMESTER-II • EXAMINATION – WINTER • 2014****Subject Code: 4420604****Date: 06-12-2014****Subject Name: Communication Skills - II****Time: 10:30 am - 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.

- Q.1** (a) Discuss the communication network in an organization. **07**  
(b) Narrate the types of visual aids generally used in technical communication. **07**

- Q.2** (a) Discuss guidelines for group discussion. **07**  
(b) Explain different types of interviews. **07**

**OR**

- (b) Write short note : Media Interview **07**

- Q.3** (a) Suppose you want to take a new Alto car loan from State Bank of India, Write an Inquiry-letter to the chief Manage SBI branch of our locality, requesting him/her to send you all the information related to SBI car loan. **07**  
(b) Explain the types of Report? What are the characteristics of a Good Report? **07**

**OR**

- Q.3** (a) As the Secretary of Unison Industries (P) Ltd., Riana Road, Delhi-110013, you have been asked to report on the worker's unrest in the company's factory. Submit your report to the Managing Director of the company. **07**

- (b) What are the characteristics of a research paper? Explain its components. **07**

- Q.4** (a) Discuss the merits and demerits of using technology enabled communication. **07**  
(b) Write Short Note : Symposia and Seminars **07**

**OR**

- Q.4** (a) Explain importance of writing resume in job application. Discuss standard parts of a resume. **07**

- (b) Discuss advantages and limitations of Email. **07**

- Q.5** (a) Give one synonym of the following words: **07**  
i. Answer  
ii. Beautiful  
iii. Brave  
iv. Care  
v. Difficult  
vi. Happiness

- (b) Find one word Substitute for the followings: 07
- i. A substance that destroys germs.
  - ii. An animal story with a moral
  - iii. Instruments which makes smaller objects larger
  - iv. One who is more interested in himself
  - v. One who is not the citizen of country
  - vi. Person with a beautiful handwriting
  - vii. School for infants and children

**OR**

- Q.5** (a) Give one antonym of the following words: 07
- i. active
  - ii. aim
  - iii. clever
  - iv. complex
  - v. fiction
  - vi. admire
  - vii. allow
- (b) Explain the given idioms and form a sentence: 07
- i. Rub someone up the wrong way
  - ii. Something makes your day
  - iii. Have itchy feet
  - iv. Sugar the pill
  - v. To be on the safe side
  - vi. By hook or by crook
  - vii. Be in someone's good books

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