Seat N	lo.: _		
		GUJARAT TECHNOLOGICAL UNIVERSITY MCA- II <sup>nd</sup> SEMESTER-EXAMINATION -JUNE - 2012	
Subi	ect c	ode: 620008 Date: 15/0	6/2012
•		Same: Communication Skills	
•		30 am – 01:00 pm Total Ma	rks: 70
Instr		<del>-</del>	
		empt all questions.	
		ke suitable assumptions wherever necessary.	
3.	Figi	res to the right indicate full marks.	
Q.1	(a)	Explain the Communication Cycle. List the essentials of 'effective communication' and distinguish between General and Technical communication.	07
	<b>(b)</b>	'Excessive emotional involvement is an obstacle in communication!' Comment on this statement giving examples of various emotions and their effect on communication.	07
Q.2	(a)	Discuss importance of 'vocabulary', 'body language', 'dressing style'	07
•	()	and 'social skills' in context of communication during an interview.	
	<b>(b)</b>	Which techniques could be used for Organizational Group Discussions? Which technique should be used for discussing an innovative research project that will be first of its kind in world?  OR	07
	<b>(b)</b>	Discuss various visual aids used in presentations. 'Visual Aids should be used for assisting and not substituting the presenter!' Give your comments on this statement.	07
Q.3	(a)	What is a research paper? List and discuss the components of a research paper.	07
	<b>(b)</b>	Your friend is using Internet mostly for non-academic purposes. Due to this there has been a decrease in his academic performance. Write a letter advising him about proper Internet usage.  OR	07
Q.3	(a)	Write a short note on 'Swarnim Gujarat Celebration'	07
	(b)	You are Head of Info. Tech. department of an organization. Write an inter-office memorandum to appropriate department for providing welfare fund to your staff members for cases like premature death, accident and special family function.	07
Q.4	(a)	Using deductive approach, prepare a Report on 'Effect of Film Industry	07
	<b>(b)</b>	on minds of people in age group of 10 years to 20 years'.  Taking an example of 'Washing Machine' or 'Sewing Machine', write Technical Description.	07
		OR	
Q.4	(a)	In order to organize effective meetings in various departments, your center is in need of 7 Projectors, 10 White Boards and other such relevant material. Prepare a Technical Proposal demanding the same	07

from your parent organization.

	<ul> <li>(ii) Arkitecture, Architectu</li> <li>(iii) Ancsious, Anxios, Anx</li> <li>(iv) Harmony, Harmoney, I</li> <li>(v) Inaogoration, Inaugorat</li> <li>(vi) Enggineering, Enggine</li> <li>(vii) Referanse, Reference, I</li> </ul>	ious Haarmoney tion, Inauguration ring, Engineering	
Q.5 (a	(i) Happy (ii) Deny (iii) Exclusion (iv) Development (v) Dismal (vi) Feeble (vii) Me		
(b	parenthesis:  (i) The mother then  (ii) I for extra classe  (iii) It was thought that t  (dance)  (iv) Will you go to college i  (v) The committee s  (vi) Do you need hel  (vii) Is the flight time	tif you ill. (be) submitted its report. (has/have)	7
Q.5 (a	(i) Happy (ii) Deny (iii) Development (iv) Dismal (v) Feeble (vi) Sturdy	_	6
(b	Use following confusables in sent understood clearly:  (i) Pray, Prey  (ii) Affect, Effect  (iii) Eligible, Illegible  (iv) Taste, Test	tences so that meaning of each can be 08	8

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