

Seat No.: _____

Enrolment No. _____

GUJARAT TECHNOLOGICAL UNIVERSITY
MCA INTEGRATED - SEMESTER-II • EXAMINATION – SUMMER - 2017

Subject Code: 4420604

Date: 07/06/2017

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) Write synonyms for the following words: **07**

1. Appropriate
2. Beautiful
3. Allay
4. Difficult
5. Agenda
6. Receptacle
7. Tempting

(b) Narrate the types of visual aids generally used in technical communication. **07**

Q.2 (a) What are the objectives of technical communication? Explain the communication cycle with diagram. **07**

(b) As a Manager of Patang Hotel, Ahmedabad, write a claim letter to the General Manager of Hindustan Potteries, M G Road, Mumbai, telling him that most of the contents of the china-ware which you had ordered from their firm have reached you in damaged condition. Demand replacement or suitable compensation. **07**

OR

(b) Assume that you are the Managing Director of a company dealing with electronic equipment. Inform all your employees about the new community hall which the company is going to inaugurate next week by sending a mail. Highlight the important features of both the hall and the inauguration. **07**

Q.3 (a) Explain different types of interviews. **07**

(b) Explain Symposia and Seminar. **07**

OR

Q.3 (a) Explain forms of group communication in detail. **07**

(b) What kind of planning, preparation and procedure are required for arranging a good conference at your place? **07**

Q.4 (a) What is Report? Explain categories of reports in detail. **07**

(b) What is the difference between Research Paper, Dissertation and Thesis? Explain in detail. **07**

OR

Q.4 (a) What are the ways and means of conducting meeting successfully? **07**

(b) Discuss the merits and demerits of using technology enabled communication. **07**

- Q.5 (a)** Write one word Substitute for the following: **07**
1. Period of holding office
 2. To sell abroad
 3. Indication of a disease
 4. Person who walks in sleep
 5. Proper way to use the Internet
 6. Weighing apparatus for vehicles
 7. Lack of enough blood

- (b)** Give one antonym of the following words: **07**
1. Ancient
 2. Moral
 3. Fiction
 4. Admire
 5. Professional
 6. Pessimist
 7. Abate

OR

- Q.5 (a)** I.) Explain the given idioms and form a sentence: **04**
1. Too many cooks spoil the broth
 2. Be in someone's good books
 3. Make a mountain out of a molehill
 4. Rub someone up the wrong way
- II.) Read each sentence and fill in the blank, choosing the correct homophone: **03**
1. He's a man _____ opinion I respect. (Who's, Whose)
 2. You will _____ your deposit if you cancel the order. (lose, loose)
 3. I would _____ extreme caution. (advice, advise)
- (b)** What is Press Conference? Explain its Preparation and process. **07**
