

**GUJARAT TECHNOLOGICAL UNIVERSITY****BE - SEMESTER-III EXAMINATION – SUMMER 2025****Subject Code:3130004****Date:11-06-2025****Subject Name: Effective Technical Communication****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. Simple and non-programmable scientific calculators are allowed.

		<b>Marks</b>
<b>Q.1</b>	(a) Define ‘Proxemics’ and explain its types in brief.	<b>03</b>
	(b) Discuss the importance of interpersonal communication in business organizations by citing suitable examples.	<b>04</b>
	(c) Your company has launched a new Cell phone with attractive features. Write a persuasive sales letter to be sent to prospective clients convincing them to place an order.	<b>07</b>
<b>Q.2</b>	(a) Examine various qualities required for successful participation in Group Discussion.	<b>03</b>
	(b) Define intercultural communication and discuss its importance in today’s organization.	<b>04</b>
	(c) A workshop on Robotics has been organized by your college recently. As student coordinator of this activity, write an event report to be submitted to the principal.	<b>07</b>
	<b>OR</b>	
	(c) Prepare a cover letter and a detailed resume to be sent to a company where you wish to start your career.	<b>07</b>
<b>Q.3</b>	(a) What is paralanguage? Which paralinguistic elements are very useful during an interview?	<b>03</b>
	(b) Explain the term ‘Respecting Privacy’.	<b>04</b>
	(c) What is Communication? Explain process of communication with appropriate diagram	<b>07</b>
	<b>OR</b>	
<b>Q.3</b>	(a) Describe the process to resolve ethical Dilemma.	<b>03</b>
	(b) Define negotiation and discuss the process.	<b>04</b>
	(c) Develop a brief technical description of any tool, product or service using visuals.	<b>07</b>
<b>Q.4</b>	(a) Write a short note on telephone etiquettes used while placing and receiving a business call.	<b>03</b>
	(b) List and discuss strategies to say ‘NO’.	<b>04</b>
	(c) Define engineering Ethics and explain significance of its study with reference to an individual and an organization..	<b>07</b>

**OR**

**Q.4** (a) Define Notice, agenda and minutes and explain their use in brief. **03**  
(b) Discuss the importance of 1. Defining the purpose 2. Importance of Audience and 3. Importance of Locale while preparing a presentation. **04**  
(c) Define Critical and Creative thinking and enlist any two advantages for each. **07**

**Q.5** (a) Illustrate how violation of ethics in engineering causes great harm not only to society but the person/organization violating it. **03**  
(b) Prepare a brief welcome speech for new engineers that recently joined your department. **04**  
(c) Discuss the manners and etiquettes that one should follow while on a business trip to a foreign country. **07**

**OR**

**Q.5** (a) Explain the terms: 1. Persist 2. Relate **03**  
(b) Discuss any four reasons of poor time management? **04**  
(c) Enlist and discuss in brief any 4 attributes that can help a person in Self Development. **07**

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