

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.

		Marks
Q.1	(a) Define 'Proxemics' and explain its types in brief.	03
	(b) Discuss the importance of interpersonal communication in business organizations by citing suitable examples.	04
	(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.	07
Q.2	(a) Examine various qualities required for successful participation in Group Discussion.	03
	(b) Define intercultural communication and discuss its importance in today's organization.	04
	(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.	07
	OR	
	(c) Prepare a cover letter and a detailed resume to be sent to a company where you wish to start your career.	07
Q.3	(a) What is paralanguage? Which paralinguistic elements are very useful during an interview?	03
	(b) Explain the term 'Respecting Privacy'.	04
	(c) What is Communication? Explain process of communication with appropriate diagram	07
	OR	
Q.3	(a) Describe the process to resolve ethical Dilemma.	03
	(b) Define negotiation and discuss the process.	04
	(c) Develop a brief technical description of any tool, product or service using visuals.	07
Q.4	(a) Write a short note on telephone etiquettes used while placing and receiving a business call.	03
	(b) List and discuss strategies to say 'NO'.	04
	(c) Define engineering Ethics and explain significance of its study with reference to an individual and an organization..	07

OR

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| 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 |

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| 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

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| 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 |
