

GUJARAT TECHNOLOGICAL UNIVERSITY**M. E. - SEMESTER – I • EXAMINATION – WINTER 2012****Subject code: 710001N****Date: 07-01-2013****Subject Name: Communication and Research Skills****Time: 02.30 pm – 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.**

- Q.1 (a) Define communication process with the help of schematic representation and explain the flow of communication. 07
- (b) State the objectives of Interviews? Explain different types of interviews. 07
- Q.2 (a) Write Short Notes:(Any Two) 07
- (i) Oculistics
- (ii) Impromptu
- (iii) Negative attitude
- (b) Define Group Discussion and describe GD as a part of selection process. 07
- OR**
- (b) Candidates holding a Master's degree with a background in information systems. Send resume to Manager, Human Resource, Exclusive Software, 520, North Main Street, Kolkata. (with covering letter) 07
- Q.3 (a) Discuss the objective, types and formats of Technical Report. 07
- (b) As the Purchase Officer of Satyam Computers, 9 Naidu Road, Hyderabad-500007, you had ordered two dozens Personal Computers from Hindustan Computers Limited (HCL), 140 M.G. Road, Bangalore-500001. When the consignment arrived, you found some of the pieces in damaged conditions. Write a complaint letter to the sales Manager of the company asking for repair, replacement or compensation 07
- OR**
- Q.3 (a) Discuss the objective, types and formats of Technical Proposal. 07
- (b) Explain the central components of Paragraph and write the techniques for Paragraph Development. 07
- Q.4 (a) The manager of Work well Industries Limited, Delhi is concerned about the effects of the prolonged use of computers on software professional of the company. You, as the Personnel Manager, have been asked to study the impact on their mental and physical health and suggest measures to minimize the problem. Prepare a memo report for the same. 07
- (b) As the purchase Manager of a company, draft a enquiry which has to be sent in the form of an e-mail to three suppliers who have interested to supply spare parts .Invent necessary details. 07
- OR**
- Q.4 (a) Write the technical description of Lathe Machine. Your user's manual could focus on the installation and operation of the accessories. 07
- (b) Discuss traits of good listener. 07

Q.5 (a)	Write the characteristics of Research Paper and Dissertation..	07
(b)	Write Short Notes:(Any Two)	07
	i) Sampling	
	ii) Type-I Error and Type-II Error	
	iii) Advantages & Disadvantages of Primary Data and Secondary Data.	
	iv) Footnotes	
	OR	
Q.5 (a)	Explain the steps of research process.	07
(b)	Discuss Literature review and Components of Research paper.	07
