

**GUJARAT TECHNOLOGICAL UNIVERSITY**  
**BE/PDDC- SEMESTER- 1<sup>st</sup> / 2<sup>nd</sup> • EXAMINATION – SUMMER 2018**

**Subject Code: COS002****Date: 26/05/2018****Subject Name: Intermediate Communication Skills in English****Time: 02:30 PM to 5:00 PM****Total Marks: 70****Instructions:**

1. Attempt any five questions.
2. Make suitable assumptions wherever necessary.
3. Figures to the right indicate full marks.

- Q.1 (a)** Define Cross-cultural communication. Write a note on the social barriers faced during the process of cross-cultural communication. **07**
- (b)** Write a detailed note on Linguistic as well as Individual barriers in cross-cultural communication. **07**
- Q.2 (a)** What are the advantages and challenges of working in a team? **07**
- (b)** Discuss the causes for the failure of a team. **07**
- Q.3 (a)** Paraphrase the following paragraph **07**
- “If you want something said, ask a man; if you want something done, ask a woman.”
- Women are just too special in this world. The origin of a child is a mother, a woman.....she shows a man what loving , caring and sharing is all about...indeed a women’s essence lies in her innate ability to care, love and sacrifice for the other. She plays a character of a mother, daughter, wife and sister as a friend, nurturer, teacher, guide and partner from time to time. Emotional and vulnerable, sometimes serene, she displays a wonderful range of emotions from being patient to being extremely courageous in times of need throughout all times and ages, women have fought their way through exploitation and injustice against women both in the domestic and work sector and have achieved several milestones in terms of education, freedom of choice and liberty, equality etc. With growing literacy and in financial independence women feel more empower of today to assert their right to a life of dignity and self worth. Women are said to be the 8<sup>th</sup> wonder of the world. So, be careful not to make a women cry because god counts her tears. So value the most beautiful and lovable creation of god ‘women’ weather you love them or not and you will enjoy life!
- (b)** Comprehend author’s point of view as well as central idea of the above paragraph. Also make a precise of the above paragraph. **07**
- Q.4 (a)** Write a letter to internet Provider Company in your area, complaining about the connectivity issues regarding WIFI. **07**
- (b)** Write an email to your friend, acknowledging the receipt of invitation letter sent by your friend, of the tech fest organized in his college. **07**
- Q.5 (a)** Write a detailed note on Skimming and scanning. **07**
- (b)** Suggest ways to manage post presentation question answer sessions **07**



(a) Write short notes on the following: [Any two]

07

- 1) Advantages and disadvantages on the memorization style of presentation.
- 2) Email etiquettes
- 3) Common reading errors

(b) Write short notes on the following: [Any two]

07

- 1) Manuscript presentation – advantages and disadvantages
- 2) Importance of delivery in presentation
- 3) Intensive reading

**Q.7 (a)** Write a memo to your subordinates informing them about the stakeholder's meeting to be held in near future. **07**

**(b)** Elaborate on importance of preparation before giving presentation. **07**

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