

QUESTION BANK

1. Define the term communication. Explain the process (cycle) of communication in detail.

OR

Communication means exchange of information. State whether the statement is true or false.

OR

Communication is the process of sending and receiving information. Explain the communication process in the light of this statement. Draw the communication cycle to support the answer.

2. What is verbal and non-verbal communication? Explain the component (element) of non-verbal communication in detail. (kinesics, Proxemics, paralinguistic features)
3. What is the importance of interpersonal and intercultural communication in today's organization?
4. Technical Report
 1. What is technical report? Explain in detail about the type, characteristic, and objectives of technical report.
5. Technical proposal
 1. Define technical proposals and describe the purpose and characteristic of good technical proposals.

OR

 2. Write a prefatory part of a technical proposal.
 3. There is no canteen in your company. So write a proposal to establish a canteen in your company. (On any topic the proposal will be there in paper).
6. Technical description
 1. What is technical description? How will you define an object or a process through it?

2. Explain the guide line for writing a good technical description.
7. Business letters
 1. Explain the form/format/structure of writing the Businessletters.
 2. Write a letter of sales, order, complaint, adjustment, inquiry, recommendation, appreciation, apology, and acknowledgement. Any one type of writing a letter will be there in GTUPAPER.
8. Agenda of meeting, Minutes of meeting
 1. What is the difference between agenda and minutes of meeting?
 2. How long before a meeting should an agenda be sent out?
 3. What are the objectives of agenda? (how do you write an agenda of a meeting?)
9. Resume writing
 1. Explain in detail about the essential part of job resume.
 2. Evaluate your education, professional training, skills, accomplishments or achievement, interest/activities and experience and write resume for the post of computer executive.
10. Public Speaking
 1. Enumerate etiquette and good manner in public speaking.
11. Group discussion
 1. What is group discussion? Why it is important?
 2. Discuss the guide line for group discussion?
 3. Group discussion as a part of selection process.
12. Presentation strategies
 1. What are the presentation strategies? What are the main steps for presentation strategies?
 2. What is body language and how it is important for body language?
 3. Write a short note
 1. Importance of audience analysis
 2. Preparing an outline for effective presentation
 3. Importance of audio-visual aids in presentation
13. Interview skills
 1. Explain in detail about the pre-interview techniques.
 2. Describe the significance of job interviews today. Discuss the kinds of questions that may be asked during an interview.
 3. Explain about the successful factor for an interview.
14. Negotiation skills

15. What is the importance of creative and critical thinking in business communication?
16. What is the Scope of engineering ethics?
17. What is the importance of accepting and sharing responsibility?
18. Responsible professionals and ethical corporations.
19. Resolving ethical dilemmas
20. Making moral choices
21. Enumerate the telephonic etiquettes.
22. Discuss the etiquette for foreign business trips
23. Visit of foreign counterparts
24. Enumerate the etiquettes for small talks.
25. Why should we respect other people privacy?
26. What is the importance of learning to say NO?
27. What is time management? How it is helpful to you in business.
28. What is the importance of
CHANGE, GROW, PERSIST, PRIORTIZE, READ, LEARN, LISTEN,
RECORD, REMEMBER, ASSESS, THINK, COMMUNICATE, RELATE,
DREAM
For self development and assessment
29. Write a report
 1. Draft a report on various curricular, co-curricular activities organized in your department/college to be published on GTUwebsite.
 2. You conducted a survey among your class mates on their preferences regarding the kind of food they like to eat in restaurant. Write a report summarizing your findings
30. Illustrate the process of communication with diagram and give your own example to explain the meaning of communication.