

# **A D Patel Institute of Technology**

## **New Vallabh Vidyanagar**

First Internal Test

L&CS

Date: 24-03-2009

Max. Marks: 20

Time: 8.00 – 9.00 am

- Q.1 What are the barriers to the process of communication? [04]
- Q.2 Differentiate (any two): [04]
1. Verbal and Non-verbal communication
  2. Formal and Informal communication
  3. General and Technical communication.
- Q.3 What are the characteristics of a good listener? [04]
- Or
- What are the steps for writing a good technical description?
- Q.4 Write a letter of inquiry to a publication house regarding the books related to Civil Engineering on behalf of an educational institute. [04]
- Or
- Write a letter of complaint / claim with reference to the earlier question.
- Q.5 Fill in the blanks with appropriate option: [04]
1. Ram \_\_\_\_\_ this job since he left his college. (has been doing, have been doing, done)
  2. He is living with us \_\_\_\_\_ last ten years. (since, for)
  3. I prefer tea \_\_\_\_\_ coffee. (than, then, to)
  4. I am quite good \_\_\_\_\_ maths. (in, at, over)