

**SHANTILAL SHAH ENGINEERING COLLEGE, BHAVNAGAR**  
**General Department**  
**BE Semester – 3 (Civil, Elec., EC, IT, IC, Mech.)**  
**Topics for File Submission Assignments**  
**Effective Technical Communication (3130004)**

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**Unit – 1**

1. What is communication? Explain the process of communication with a diagram.
2. Discuss the main elements of non-verbal communication. Elaborate the terms 'kinesics', 'proxemics', 'chronemics' and 'paralinguistics'.
3. Importance of interpersonal communication in an organization.
4. What is intercultural communication? Explain its importance in work place.

**Unit – 2**

1. The Director of Technical Education, Maharashtra has been concerned about the poor linguistic standard and lacking of the soft skills of engineering students of various colleges in Maharashtra. You, as a deputy Director of Technical Education have been asked to inquire the matter and submit the report to the Director, prepare a report on his behalf.
2. Write a technical description of a laptop.
3. Draft an application for the post of an Engineer in the Astha Multinational, Mumbai.
4. Draft a technical proposal to the CEO of BEST company for the purchase and installation of the equipment. Invent all the necessary details.
5. Write a letter of complaint to the New Era Technologies, Hyderabad regarding installation issues in the 50 out of 150 CCTV cameras you have purchased for your University in Ahmedabad. Ask for the replacement at the earliest.
6. Write agenda for Annual General Meeting of CNC Enterprises, Coimbatore.
7. Draft Minutes of Meeting of Board of Studies, Gujarat Technological University, Ahmedabad.

**Unit – 3**

1. "Public speaking is the backbone of verbal communication." – Explain.
2. Explain the evaluation components of group discussion as a selection process.
3. What is a presentation? Write four methods of making successful presentation.
4. Write a note on success in job interview.
5. Offer tips for making successful negotiation.
6. What is creative and critical thinking? Discuss the techniques to develop ability to think creatively and critically.

#### **Unit – 4**

1. Explain the importance of learning engineering ethics. To what extent an engineer's decision can influence the lives of the public?
2. Discuss the responsibilities of a professional.
3. Discuss the methods for solving ethical dilemma and making moral choices.

#### **Unit – 5**

1. Write the etiquettes to be followed while attending a professional call.
2. Discuss the things that one must take care of while visiting foreign country for work.
3. Discuss the etiquettes a professional should follow while attending a foreign business counterpart visiting your country.
4. Explain various points about respecting privacy of colleagues in an organization.
5. What is a small talk? Give tips for effective small talk.
6. What are the important factors that affect time management? Explain how to manage time.
7. Explain the importance of being able to say 'No' and why some people are not able to do so.

#### **Unit – 6**

1. Take an example of any successful restaurant in your city and analyze, how it grew from a small outlet to a big restaurant. By evaluating its progress, try to examine, which tools of self-development were exercised by the owners. You may even meet them and listen to their story and write a report on which of the above qualities helped them grow.

#### **Submission Schedule:**

**Assignment writing is an individual work.**

**No submission will be entertained after the given dates.**

To Prof. DNV – 11am onwards – LRC-Room No. 205

1. Electrical – 16.10.2019
2. IC – 17.10. 2019
3. Mechanical – 18.10.2019

To Prof. DBR – 11am onwards – LRC-Room No. 203

1. Civil – 16.10.2019
2. EC – 17.10. 2019
3. IT – 18.10.2019

*DNV*  
1/10/2019