Q1 Write Short Notes on any five of the following:
   a. Matching personal goals to employment opportunities in Textile field.
   b. Factors influencing organizational communication.
   c. Negotiating to manage conflicts.
   d. Importance of grammar in reports and memos in a textile mill.
   e. Difference between individual and committee reports.
   g. Essentials of a log book.

Q2 a. What is Professional Ethics? What do you expect from a textile technician?
   b. How the diversified textile industry and its norms are affecting professional ethics?

Q3 a. Discuss the difference between technical write up and an essay.
   b. Compare data obtained from a technical research paper and the data provided by the men on spot in your mills.

Q4 a. Explain the skills needed in counseling a worker.
   b. Explain the methods you would like to follow in communicating organizations policies, goals, targets and plans throughout the organization.

Q5 a. What is an Organization Structure? Give an example.
   b. You visited a customer and discussed number of problems. Make a report of your visit.

Q6 a. A cotton mill had an accident due to trucks colliding while transporting bales. One driver was injured. Write report on the same.
   b. Water leaked from the roof damaging a carding.

Q7 a. A worker is habitually remains absent for duty after the salary days. What technique you use to convince the worker to attend regularly.
   b. You have a bright idea of improving quality by modifying a part of a machine. How will you communicate it to your boss?

Q8 a. What is the importance of language while writing letter to your boss explaining the actions taken for a quality complaint? Explain with an example.
   b. What is Employee satisfaction survey report? Explain with an example.