THE TEXTILE ASSOCIATION (INDIA)
G.M.T.A. (REVISED) EXAMINATION – 2013
SECTION-A PAPER-V (A-5)
PROFESSIONAL ORIENTATION

Date: 27.12.2013 Marks: 100 Time: 10 am to 1 pm

Instructions:
1. Attempt six questions out of which Q.1 is compulsory
2. Answer each next main question on new page
3. Figure to the right indicate full marks
4. Illustrate your answer with sketches and flow chart wherever necessary
5. Use of non-programmable electronic pocket calculator permissible.
6. Mobile and any other communication devices are not allowed in exam hall,
7. Assume suitable data wherever necessary.

Q.1. Write Short Notes on any five of the following:
   i. Job Opportunities in Textile Industries in India.
   ii. Define Communication Skills and its importance for a technical supervisor in a
       Textile Mill.
   iii. Difference between Oral Communications and written communications.
   iv. Recording daily working in a textile mill.
   v. E Communication and its use in Garment industry.
   vi. Internet versus Hard copies of books at Library.

Q.2. a. What is the difference between Memo, Notice and Instructions

Q.3. a. Discuss the difference between Business Correspondence and an informal letter
     written to a friend.
     b. Compare data mining using internet with the data captured and recorded in system by
        online systems.

Q.4. a. Explain the need for counselling and convincing. What type of communication
     system is recommended for this?
     b. Explain the communication methods used for conveying organizations policies,
        goals, targets and plans throughout the organization.

Q.5. a. What is a Project Report? Give an example.
     b. You visited an exhibition and studied number of new systems. Make a report of your
        visit.

Q.6. a. A cotton godown had a fire accident due to forklifts colliding and falling on cotton
     bales. 200 bales were gutted and 5 fire engines were used to extinguish the fire. Write
     report in the fire report.
     b. A man gets his left hand index finger injured while piecing in the spinning room.
     Write the accident report.

Q.7. a. A worker is habitually taking loan and to avoid repaying it 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 production by modifying a part of a machine.
     How will you communicate it to your boss?

Q.8. a. What is the importance of language while writing letter to your customer explaining
     the actions taken for a market complaint? Explain with an example.

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