THE TEXTILE ASSOCIATION (INDIA)
GMTA Examination – 2018
Section – A Paper – A.5
Professional Orientation

Date: 26 Dec 2018
Marks – 100
Time 10.00 AM to 1.00 PM

Instructions:
1. Answer any six questions out of which Question No 1 is compulsory.
2. Answer each next main question on a new page.
3. Figure to the right indicate full marks.
4. Illustrate your answers with sketches and flow chart wherever necessary.
5. Use of non-programmable electronic pocket calculator permitted.
6. Mobile and any other communication devices are not allowed in examination hall.
7. Assume suitable data wherever necessary.

Q1 Write Short Notes on any five of the following
   a. Personal goals can be matched to employment opportunities.
   b. Barriers to effective organizational communication.
   c. Negotiating to manage conflicts.
   d. Importance of Information Technology in a textile mill.
   e. Individual reports and Committee reports.
   f. Principles of Technical Writing.

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

Q3 a. What is technical write up and how it differs from story writing?
   b. What differences are found between data obtained from a technical research paper and the data provided by the men on spot in a textile mill.

Q4 a. Explain the skills needed in writing an application letter for a job.
   b. Explain the methods you would like to follow in communicating organizations' policies, goals, targets and plans in an organization.

Q5 a. What are the job opportunities in a Textile Mill?
   b. Write a brief report on the interviews you conducted for the post of a Supervisor.

Q6 a. What is the importance of grammar and spellings in a business letter?
   b. Write a report regarding a breakdown analysis of a blow room.

Q7 a. A worker 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. Explain the difference between a committee report and individual report?
   b. What are the factors influencing communication within an organization?