THE TEXTILE ASSOCIATION (INDIA)
GMTA EXAMINATION 2019
Section – A Paper – A.5
Professional Orientation
Marks – 100

Date: 25.12.2019
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 20
   a. Elements of a good communication.
   b. Need for aligning personal goals with employment available.
   c. Importance of Daily Activity Report.
   d. Importance of research in a textile mill.
   e. Principles of Business Correspondence.
   f. Importance of language in Business Correspondence.
   g. Data mining through internet for daily activities.

Q2 a. What is Ethics in a Business? How does it differ from Professional Ethics? 16
   b. How the changing market situation is influencing professional ethics?

Q3 a. What is Organized Writing? How it differs from a friendly letter writing? 16
   b. What differences are found between data obtained from data mining using internet and the data provided by the men on spot in a textile mill.

Q4 a. Explain the skills needed in writing an Operating Procedure for a process. 16
   b. Explain the methods of communicating the procedures down the line.

Q5 a. How the job opportunities in garment manufacturing changes? 16
   b. Write a brief advertisement for various jobs in your company.

Q6 a. What are the skills needed for managing a conflict? 16
   b. Write a report of the proceedings of handling a conflict in your
section.

Q7  a. What is the significance of giving an admiring letter for performance?  
b. Write a letter of appreciation for your assistant for his achievement.

Q8  a. What is the difference between e mails and notice board?  
b. What are the factors influencing verbal communication in an organization?