THE TEXTILE ASSOCIATION (INDIA)
GMTA EXAMINATION 2020
Section - A Paper - A.5
Professional Orientation
Marks – 100

Date: 28.12.2020
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 is permitted.
6. Mobile and any other communication devices are not allowed in examination hall.
7. Assume suitable data wherever necessary.

Q1 Write Short Note on any five of the following: 20
   a. Matching personal goals to opportunities in the industry.
   b. Essential elements of a good communication.
   c. Importance of maintaining Daily Activity Report in the work place.
   d. Importance of grammar in written communication.
   e. Principles of good correspondence for effective business.
   f. Importance of language in daily communication.
   g. Data mining through internet for strategic decision making.

Q2  a. What is one-way communication? Where and when it is used in an industry? 16
   b. Compare one-way communication with two-way communication.

Q3  a. What is the importance of Organized Writing in an industry? Explain its role in decision making? 16
   b. What is Data Mining? Which are the areas where one can use Data Mining in Textile and Apparel Industry?

Q4  a. Explain the structure you suggest while writing an Operating Procedure for a process. 16
   b. Explain the methods of communicating the Work Instructions down the line to the operatives.

Q5  a. How changing market and environment are affecting the job opportunities in Textile Marketing? 16
   b. Write a brief profile for any job in your company.

Q6  a. Define Conflict in a shopfloor? What skills are needed for managing a conflict in shop floor? 16
   b. Report misbehaving of an employee to your HR department.
Q7  
  a. What is a Show Cause Notice? Write a Show Cause Notice for not attending the office for your subordinate.
  b. Write a letter of appreciation for your supplier for his services.

Q8  
  a. What is the significance of Notice Board in a factory?
  b. What factors influence the effectiveness of a Notice Board?