

**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.

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| 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?<br>b. Compare one-way communication with two-way communication.   | 16 |
| Q3 | a. What is the importance of Organized Writing in an industry? Explain its role in decision making?<br>b. What is Data Mining? Which are the areas where one can use Data Mining in Textile and Apparel Industry? | 16 |
| Q4 | a. Explain the structure you suggest while writing an Operating Procedure for a process.<br>b. Explain the methods of communicating the Work Instructions down the line to the operatives.                        | 16 |
| Q5 | a. How changing market and environment are affecting the job opportunities in Textile Marketing?<br>b. Write a brief profile for any job in your company.   | 16 |
| Q6 | a. Define Conflict in a shopfloor? What skills are needed for managing a conflict in shop floor?<br>b. Report misbehaving of an employee to your HR department.   | 16 |

- Q7 a. What is a Show Cause Notice? Write a Show Cause Notice for not attending the office for your subordinate. 16
- b. Write a letter of appreciation for your supplier for his services.
- Q8 a. What is the significance of Notice Board in a factory? 16
- b. What factors influence the effectiveness of a Notice Board?
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