

University of Asia Pacific
Department of Civil Engineering
Final Examination Fall 2012
Program: B.Sc. Engineering (Civil)

Course Title: Professional Practice and Communication
Time: 120 minutes

Course Code: CE 403
Full Marks: $(12\frac{1}{2} \times 8) = 100$

Answer any 8 (eight) questions

1.
 - a. In what type of procurement Two Stage Tendering Methods is used? [3]
 - b. Explain two types of Two Stage Tendering Method briefly. $[3\frac{1}{2} + 3\frac{1}{2}]$
 - c. What are the items of Tender Evaluation Report [2½]
2.
 - a. What is Price Adjustment Factor (PAF)? [2]
 - b. What are the conditions of applicability of PAF? [2]
 - c. Explain the equation of PAF. [4]
 - d. Contract price of stone chips is Tk. 120 and price of that at the time of execution (as per BBS) is Tk. 150 and the price 28 days before receiving tenders was Tk. 135. What will be adjusted unit price of that item? Use usual value of coefficient. $[4\frac{1}{2}]$
3.
 - a. Define Ethics. [2]
 - b. What are the factors on which acquiring and maintaining ethical values depend? $[3\frac{1}{2}]$
 - c. Write down the fundamental canons of ethics. [7]
4.
 - a. Define Industrial Relation. [1]
 - b. What are the objectives of Industrial Relation? [9]
 - c. Write short note on collective bargaining? $[2\frac{1}{2}]$
5.
 - a. What is unemployment? [1]
 - b. Explain through equation that "steady state rate of employment depends on the rate of job separation and rate of job finding" using the following notations:
L=Total labor force, E=Number of employed labor force, U=Number of unemployed labor force, s=Rate of job separation, f=Rate of job finding [9]
 - c. What is the difference between DPM and RFQ Method of procurement? $[2\frac{1}{2}]$
6.
 - a. Explain five steps in preparing effective business messages. $[9\frac{1}{2}]$
 - b. What are three types of listening? Define each. [3]

- 7.
- a. What is Green Economy? [3]
 - b. How does a Green Economy help eradicate poverty? [6½]
 - c. "Sustainable development require that we see the world as a system—a system that connects space; and a system that connects time." – Explain. [3]

- 8.
- a. What is Communication? [1½]
 - b. When a communication is considered to be effective? [1]
 - c. Explain the principles or "Seven C's" of effective written or oral communication. [10]

- 9.
- a. What are different ways of delivering the oral message? Briefly explain each. [2½]
 - b. Write down all different parts of a business letter following correct format and sequence on the left and explain each part on the right side. [10]

- 10.
- a. Define Sustainable Development? [1]
 - b. What are the pillars of Sustainable Development? [1½]
 - c. How the social issues in a locality can impact globally? [3]
 - d. Discuss the link of social issues with economic and environmental issues. [7]