

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

Course Title: Professional Practices and Communication  
 Time: 2 hours

Course Code: CE 403  
 Full Marks: 100 (=12½×8)

Answer any 8 (eight) questions

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|---|------|
| 1. a. Explain Green Economy?  | [3]  |
| b. How is Green Economy measured?   | [3]  |
| c. How does Green Economy contribute to sustainable development?  | [6½] |
|   |      |
| 2. a. What is Sustainable Development?  | [2]  |
| b. What are the three pillars of Sustainable Development?   | [1½] |
| c. Discuss any one of the three pillars of Sustainable Development  | [9]  |
|   |      |
| 3. a. Define Collective Bargaining.   | [2]  |
| b. What are the salient features of Collective Bargaining   | [4]  |
| c. Explain the roles of three parties involved in Industrial Relationship?  | [1½] |
| d. Write down the objectives of Industrial Relationship.  | [5]  |
|   |      |
| 4. a. What are the factors on which acquiring and maintaining ethical values depend?  | [4½] |
| b. Write down the fundamental canons of ethics.   | [8]  |
|   |      |
| 5. a. When may a person be referred as “unemployed”?  | [1½] |
| b. Explain through equation that “steady state rate of unemployment depends on the rate of job separation and rate of job finding” using the following notations:                       |      |
| <i>L</i> = Total labor force, <i>E</i> = Number of employed labor force, <i>U</i> = Number of unemployed labor force, <i>s</i> = Rate of job separation, <i>f</i> = Rate of job finding | [8]  |
| c. What is price adjustment factor? Explain using the formula.  | [3]  |
|   |      |
| 6. a. What is Communication?  | [1½] |
| b. When is a communication considered to be effective?  | [1]  |
| c. Explain the principles or “Seven C’s” of effective written or oral communication.  | [10] |
|   |      |
| 7. a. What are the different ways of delivering the oral message? Briefly explain each.   | [2½] |
| b. Write down all elements of a typical meeting minute following the sequence as narrated in the class and explain each element.  | [10] |
|   |      |
| 8. a. What are the different steps for preparing effective oral presentation?   | [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] |
|   |      |
| 9. a. What is procurement?  | [1]  |
| b. What are different types of procurement?   | [1½] |
| c. Write down different stages of public procurement.   | [5]  |
| d. What are the differences between OTM and LTM?  | [5]  |