# University of Asia Pacific
## Department of Civil Engineering
## Final Examination Spring 2013
## Program: B.Sc. Engineering (Civil)

Course Title: Professional Practices and Communication

Time: 120 minutes

Course Code: CE 403

Full Marks: (12½×8)=100

### There are 9 questions. Answer any 8 (eight).

1. a. As per the "*Dhaka Imarat Nirman Bidhimala 2008*", what maximum four steps might be required for getting approvals of building design and usage? [2]
   b. Define FAR and Setback. [1+1]
   c. How much setback is required in front of a building on a 11 *katha* plot? [1½]
   d. As per *bidhimala*, what is "Front" of a building? [1]
   e. What are the criteria for considering a building large or special? [6]

2. a. What are the different steps needed for preparing effective oral presentation? [2½]
   b. What are the different ways of delivering an oral message? Briefly explain each. [2½]
   c. 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. [7½]

3. a. Explain Green Economy and Sustainable Development? [2+2]
   b. What are the three pillars of Sustainable Development? [1½]
   c. How does Green Economy contribute to Sustainable Development? [7]

4. a. Define Collective Bargaining. [2]
   b. What are the salient features of Collective Bargaining [4]
   c. Write down the objectives of Industrial Relationship. [6½]

5. a. What are the factors on which acquiring and maintaining ethical values depend? [4½]
   b. Write down the fundamental canons of ethics. [8]

6. a. When does a person may 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". Use 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 [8]
   c. In what type of procurement 'Two Stage Tendering Method' is used? [3]

7. a. Mention two problems if there is no provision of Price Adjustment in agreement. [2]
   b. What are the conditions of applicability of PAF? [2]
   c. Explain the equation of PAF. [4]
   d. Contract price of reinforcement is Tk. 65,000 per ton and price of that at the time of execution (as per BBS) is Tk. 72,000 and the price 28 days before receiving tenders was Tk. 69000. What will be adjusted price of that item? Use usual value of coefficients. [4½]

8. a. Mention importance of communication in professional or business world. [2]
   b. When a communication is considered to be effective? [1½]

c. Explain the principles or "Seven C's" of effective written or oral communication. [9]

9. a. What is tender evaluation report? What are its contents? [2½]
   b. What are the steps for preparing and submitting tender document? [5]
   c. Write the differences between OTM and LTM? [5]