# 3 Yr. Degree/4 Yr. Honours 1st Semester Examination, 2023
## (under CCFUP of NEP 2020)

Time: 1½ Hours          Subject : ENGLISH          Full Marks: 40

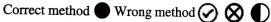Course: Multi/Interdisciplinary     Course Code : ENGL1031 (MDC/IDC)     Course Title : Communication Skills

Roll No.: .................................................. Registration No. ........................................... of 20

## INSTRUCTIONS TO THE EXAMINEE

1. The Question-cum-Answer Booklet comprised of 40 Questions and each Question carrying 1 (one) mark.

2. Each Question possesses 4 (four) Answer Options (A), (B), (C) and (D) of which only one option bears Correct Answer.

3. Completely darken the respective circle for your response as shown below—

   Correct method ● Wrong method ✓ ⊗ ◐

4. Each Correct Answer will be credited with 1 (One) Mark.

5. If an Examinee attempts more than one Option for a Question, the attempt will be considered as WRONG Answer.

6. No Mark will be deducted for attempting Wrong Answer or Incorrect attempts.

7. Only Blue/Black Ink Pen is to be used for Answering Question.

8. No Electronic Gadget (Calculator, Mobile Phone, Laptop, I-Pad, Camera etc.), Papers (Other than Admit Card) will be allowed inside the Examination Hall.

9. No Loose sheet will be provided for scribbling and No Paper is to brought in this purpose. Any Examinee found with incriminating Documents in his/her possession– he/she will be Expelled.

10. All rough work must be done in the page provided in the Question-Answer-Booklet, and the said Page of the Booklet **must not be torn out.**

11. No Examinee will be allowed to leave the Examination Hall until an Hour has elapsed from the commencement of the Examination.

12. As per order of the Executive Council all Answer Scripts will be preserved for one year from the date of Publication of Results.

১. Question-cum-Answer Booklet-এ মোট ৪০টি প্রশ্ন আছে এবং প্রতিটি প্রশ্নের মান ১ (এক)।

২. প্রতিটি প্রশ্নের জন্য ৪ (চার)টি করে Option (A), (B), (C) এবং (D) থাকবে, এর মধ্যে একটি সঠিক উত্তর নির্দেশ করবে।

৩. সঠিক উত্তরের জন্য নির্দিষ্ট বৃত্তটিকে সম্পূর্ণ রূপে কালো করতে হবে তা নীচে দেখানো হল—

   সঠিক পদ্ধতি ● ভুল পদ্ধতি ✓ ⊗ ◐

৪. প্রতিটি সঠিক উত্তরের মান ১ (এক)।

৫. যদি কোনো পরীক্ষার্থী একটি প্রশ্নের একাধিক উত্তর দেয় তাহলে সেটি ভুল উত্তর হিসেবে গণ্য হবে।

৬. ভুল উত্তরের জন্য কোনো নম্বর বাদ যাবে না।

৭. উত্তর লেখার জন্য কেবলমাত্র নীল অথবা কালো কালির কলম ব্যবহার করা যাবে।

৮. পরীক্ষাকেন্দ্রের মধ্যে কোনো ইলেকট্রনিক্স যন্ত্রাদি (ক্যালকুলেটর, মোবাইল ফোন, ল্যাপটপ, আই-প্যাড, ক্যামেরা ইত্যাদি), কাগজ (কেবলমাত্র অ্যাডমিট কার্ড ছাড়া) নিয়ে প্রবেশ নিষেধ।

৯. হিজিবিজি বা রাফ লেখার জন্য কোনো বাড়তি কাগজ দেওয়া যাবে না এবং এই উদ্দেশ্যে কোনো কাগজ আনা যাবে না। কোনো পরীক্ষার্থীর কাছে নকল-এর মতো অপরাধমূলক কাগজ থাকলে সেই ছাত্র/ছাত্রীকে বহিষ্কার করা হবে।

১০. সমস্ত 'রাফ ওয়ার্ক' প্রশ্ন-উত্তর-পুস্তিকার সঙ্গে থাকা নির্দিষ্ট পাতাতেই করতে হবে এবং **উত্তরপত্র জমা দেবার সময়** পাতাটি ছিঁড়ে নেওয়া যাবে না।

১১. পরীক্ষা শুরু থেকে এক ঘণ্টা সময় অতিবাহিত না হলে কোনো পরীক্ষার্থী পরীক্ষার হল থেকে বের হতে পারবে না।

১২. বিশ্ববিদ্যালয় কর্ম সমিতি কর্তৃক গৃহীত সিদ্ধান্ত অনুসারে পরীক্ষার ফল প্রকাশের দিন থেকে এক বছরের জন্য উত্তরপত্র সংরক্ষিত থাকবে।

**1.** Arrange the primary human communication skills in the order of their natural acquisition.

(A) Speaking, Writing, Listening, Reading

(B) Reading, Writing, Listening, Speaking

(C) Listening, Speaking, Reading, Writing

(D) Writing, Reading, Listening, Speaking

**2.** Identify the receptive communications skills.

(A) Listening, Reading

(B) Reading, Writing

(C) Writing, Speaking

(D) Speaking, Listening

**3.** Identify the productive communications skills.

(A) Listening, Reading

(B) Reading, Writing

(C) Writing, Speaking

(D) Speaking, Listening

**4.** The _____ is the person who successfully transmits a communication.

(A) driver

(B) cleaner

(C) encoder

(D) decoder

**5.** The _____ is the person who successfully receives a communication.

(A) driver

(B) cleaner

(C) encoder

(D) decoder

**6.** Which of these is/are non-verbal mode(s) of communication?

(A) Body language

(B) Eye contact

(C) Both (A) and (B)

(D) None of the above

**7.** Which of these is/are special mode(s) of human communication?

(A) Morse code

(B) Braille script

(C) Both (A) and (B)

(D) None of the above

**8.** Which of these is/are universal mode(s) of human communication?

(A) Traffic lights

(B) Dance

(C) Street lights

(D) None of the above

**9.** Which of these is/are culture specific mode(s) of human communication?

(A) Traffic lights

(B) Dance

(C) Street lights

(D) All of the above

**10.** An example of electronic communication is

(A) letters

(B) newspapers

(C) signboards

(D) e-mails

**11.** Which of these is/are a negative mode(s) of listening?

(A) Selective listening

(B) Appreciative listening

(C) Rapport listening

(D) None of the above

**12.** What, among the ones listed below, enhances listening?

(A) Attentiveness

(B) Traffic noise

(C) Low light

(D) Printing quality

**13.** What, among the ones listed below, damages listening?

(A) Attentiveness

(B) Traffic noise

(C) Low light

(D) Printing quality

**14.** In oral communication the speaker can observe the listener's _____ to what is being communicated.

(A) reaction

(B) thought

(C) speech

(D) script

**15.** Evaluative listening can be _____ .

(A) therapeutic

(B) sympathetic

(C) pathetic

(D) empathetic

**16.** The _____ speech is also known as reported speech.

(A) direct

(B) indirect

(C) indefinite

(D) definite

**17.** It is important to consider proper _____ in the room where you are giving your presentation.

(A) darkness

(B) lighting

(C) lighting

(D) snacks

**18.** In oral communication the communicator primarily expects immediate _____ .

(A) reaction

(B) action

(C) reward

(D) payment

**19.** The transmitter and the receiver should be in a _____ environment for successful communication.

(A) complex

(B) compound

(C) confound

(D) compatible

**20.** A message may be misinterpreted because of _____ .

(A) distractions

(B) distortions

(C) Both (A) and (B)

(D) None of the above

**21.** All communication events have a _____.

(A) resource

(B) source

(C) research

(D) search

**22.** When there is similarity of background between the sender and the receiver such as language, nationality, religion then this is called _____ context.

(A) special

(B) cultural

(C) static

(D) dynamic

**23.** Which one among these sentences contains an Oxford comma?

(A) Come meet Janet, a clown and an acrobat.

(B) Come meet Janet, a clown, and an acrobat.

(C) Come, meet Janet a clown and an acrobat.

(D) None of the above

**24.** 5W1H are

(A) wow, who, where, when, why and how

(B) wow, who, well, when, why and how

(C) wit, who, where, when, why and how

(D) what, who, where, when, why and how

**25.** _____ is an interesting story about a real incident or a person.

(A) Metaphor

(B) Anecdote

(C) Report

(D) All of the above

**26.** _____ composition offers scope of including audio, video, graphs, charts, photographs, animation along with text.

(A) Web

(B) Print

(C) Both (A) and (B)

(D) None of the above

**27.** Adding, rearranging, replacing, removing is a part of _____ in the writing process.

(A) reading

(B) proof-reading

(C) publishing

(D) revising

**28.** The main purpose of _____ writing is to "show" the readers.

(A) expository

(B) descriptive

(C) persuasive

(D) progressive

**29.** Ornamentations in creative writing can be incorporated through the use of _____.

(A) staid vocabulary

(B) stud jewellery

(C) rhetoric

(D) correct grammar

**30.** Conveying key ideas in the fewest words possible is called

(A) balance

(B) brevity

(C) clarity

(D) simplicity

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**31.** Broadcast writing, compared to newspaper writing, uses ___.

(A) more complex language

(B) less complex language

(C) same language

(D) only images

**32.** What is the DRY formula in writing?

(A) Don't repeat yourself

(B) Don't reread yourself

(C) Don't revise yourself

(D) Don't rewrite yourself

**33.** ___ is a complex cognitive process of decoding symbols to derive meaning.

(A) Writing

(B) Riding

(C) Reading

(D) Speaking

**34.** Which of the following classifications of reading skills is also called reading in detail?

(A) Invasive reading

(B) Intensive reading

(C) Skimming

(D) Scanning

**35.** Reading novels is an example of ___ reading.

(A) expensive

(B) skimming

(C) extensive

(D) scheming

**36.** Reading fast to gather information quickly is called ___.

(A) expensive

(B) skimming

(C) extensive

(D) scheming

**37.** Looking for a number in your phone is an example of ___.

(A) scanning

(B) skimming

(C) spamming

(D) scheming

**38.** Which one of the following is not a reading technique?

(A) Scanning

(B) Skimming

(C) Surveying

(D) Fictionalising

**39.** SQ3R in critical reading stands for

(A) Survey, Question, Read, Recite, and Review

(B) Supervise, Question, Read, Revive, and Review

(C) Survey, Quiet, Reap, Recite, and Review

(D) Survey, Question, Read, Recite, and Renew

**40.** While writing an e-mail you do not need to write ___ in the body of the mail.

(A) greetings

(B) salutation

(C) date

(D) content of the e-mail