

Government General Degree College, Kalna-I

Model Question Bank

Semester I

Paper: Communication Skills

Code: ENGL1031

Unit- 1 Listening

1. Listening is the ability to and appropriately respond to the meaning of another person's spoken and nonverbal messages.

- (a) Understand
- (b) Analyze
- (c) Respect

Answer: (d) all of these Ans.

2. Which of these is not a step in the listening process?

- (a) To stop talking
- (b) Receiving
- (c) Misinterpreting
- (d) Responding

Answer: (c) Misinterpreting

3. There are----- levels of listening.

- (a) one
- (b) two
- (c) four
- (d) five

Answer: (d) five

4. Which of the following is an example of active listening?

- a) Nodding and maintaining eye contact
- b) Checking your phone while someone is speaking
- c) Daydreaming about something else
- d) Interrupting the speaker to share your own thoughts

Answer: a) Nodding and maintaining eye contact

5. What is the purpose of paraphrasing in listening?

- a) To confuse the speaker
- b) To change the meaning of what the speaker said
- c) To show the speaker that you understand their point
- d) To ignore the speaker's message

Answer: c) To show the speaker that you understand their point

6. Which of the following is a barrier to effective listening?

- a) Asking clarifying questions
- b) Making assumptions about the speaker's intentions
- c) Taking notes during a lecture
- d) Reflecting on the speaker's message

Answer: b) Making assumptions about the speaker's intentions

7. What is the difference between hearing and listening?

- a) Hearing is involuntary while listening is voluntary
- b) They are essentially the same thing
- c) Hearing is physiological and only uses the ears, while listening is psychological and requires the use of the brain to interpret the message
- d) Hearing involves understanding while listening does not

Answer: c) Hearing is physiological and only uses the ears, while listening is psychological and requires the use of the brain to interpret the message

8. Which of the following is a strategy for improving listening skills?

- a) Avoiding eye contact with the speaker
- b) Multi-tasking while someone is speaking
- c) Summarizing the speaker's main points
- d) Focusing on your response while the speaker is talking

Answer: c) Summarizing the speaker's main points

9. Which of the following is an example of non-verbal communication in listening?

- a) Taking notes
- b) Speaking loudly
- c) Maintaining eye contact
- d) Interrupting the speaker

Answer: c) Maintaining eye contact

10. **What is the role of empathy in effective listening?**

- a) Ignoring the speaker's emotions
- b) Understanding and sharing the feelings of the speaker
- c) Dismissing the speaker's concerns
- d) Focusing solely on the speaker's words

Answer: b) Understanding and sharing the feelings of the speaker

11. **In a listening context, what does "active engagement" refer to?**

- a) Passively receiving information from the speaker
- b) Actively participating in the conversation
- c) Ignoring the speaker's message
- d) Waiting for your turn to speak

Answer: b) Actively participating in the conversation

12. **Which of the following is an example of a closed-ended question in a listening context?**

- a) "Can you tell me more about that?"
- b) "How did that make you feel?"
- c) "Did you enjoy the presentation?"
- d) "What do you think we should do next?"

Answer: c) "Did you enjoy the presentation?"

13. **How does cultural diversity impact listening skills?**

- a) It has no impact on listening skills
- b) It can influence communication styles and understanding
- c) It makes listening confusing for everyone involved
- d) It leads to miscommunication and should be avoided

Answer: b) It can influence communication styles and understanding

14. **Anticipating tone can promote:**

- (a) Fear
- (b) Excitement
- (c) Aggression
- (d) Anger

Answer: (b) Excitement

15. Voice expressions can be judged by:

- (a) Vocals
- (b) Tone of voice
- (c) Speed of voice
- (d) Words selection

Answer: (b) Tone of voice

16. Speakers need to pause before and after:

- (a) Paraphrasing
- (b) Emphasizing
- (c) Translating
- (d) Telling ideas

Answer: (b) Emphasizing

17. Storytelling is incomplete without:

- (a) Graphics visual
- (b) Performers
- (c) Time evaluation
- (d) Voice expressions

Answer: (d) Voice expressions

18. Psychological barrier in listening comes due to:

- (a) Depression
- (b) Fear of rejection
- (c) Mental illness
- (d) Lack of vocabulary

Answer: (b) Fear of rejection

19. For effective communication:

- (a) Keep on saying
- (b) Become a speaker
- (c) Listen to others first
- (d) Move on to the next topic quickly

Answer: (c) Listen to others first

20. **Fear of rejection is a type of:**

- (a) Depression
- (b) Failure
- (c) Sadness
- (d) Speech anxiety

Answer: (d) Speech anxiety

Unit-2 Speaking

1. Which of the following is NOT a component of effective speaking?

- a) Pronunciation
- b) Grammar
- c) Fluency
- d) Vocabulary

Answer: b) Grammar

2. Which of the following is an example of non-verbal communication in speaking?

- a) Using appropriate gestures
- b) Using complex vocabulary
- c) Using passive voice
- d) Using slang

Answer: a) Using appropriate gestures

3. What is an important factor in maintaining audience interest during a speech?

- a) Speaking in a monotone voice
- b) Using long and complex sentences
- c) Incorporating humor and anecdotes
- d) Avoiding eye contact

Answer: c) Incorporating humor and anecdotes

4. Which of the following is an example of a vocal aspect of speaking?

- a) Body language
- b) Pitch and tone
- c) Punctuation
- d) Spelling

Answer: b) Pitch and tone

5. What is the purpose of using visual aids in a speech?

- a) To distract the audience
- b) To enhance understanding and retention of information
- c) To hide nervousness
- d) To limit audience engagement

Answer: b) To enhance understanding and retention of information

6. Which of the following is a key element of effective public speaking?

- a) Speaking as fast as possible to fit more content into the speech
- b) Tailoring the speech to the audience's level of understanding
- c) Ignoring audience feedback
- d) Using jargon and technical terms extensively

Answer: b) Tailoring the speech to the audience's level of understanding

7. What is an important aspect of active listening during a spoken interaction?

- a) Interrupting the speaker frequently
- b) Focusing on formulating a response rather than understanding the speaker's message
- c) Providing nonverbal feedback to show engagement
- d) Avoiding eye contact with the speaker

Answer: c) Providing nonverbal feedback to show engagement

8. Which of the following is an example of an effective speaking strategy?

- a) Speaking in long, uninterrupted monologues
- b) Using filler words such as "um" and "uh" frequently
- c) Organizing ideas logically and coherently
- d) Avoiding eye contact with the audience

Answer: c) Organizing ideas logically and coherently

9. What is the term for the ability to speak with ease, without hesitation or stumbling?

- a) Eloquence
- b) Fluency
- c) Rhetoric
- d) Diction

Answer: b) Fluency

10. Which of the following is an example of an effective speaking delivery technique?

- a) Speaking in a hurried manner to save time
- b) Using appropriate pauses for emphasis and clarity
- c) Avoiding modulation in voice tone
- d) Speaking at a constant volume throughout the speech

Answer: b) Using appropriate pauses for emphasis and clarity

11. What is the term for the study of how sounds are organized and used in natural languages?

- a) Phonology
- b) Syntax
- c) Semantics
- d) Pragmatics

Answer: a) Phonology

12. Which of the following is an example of paralinguistic features in spoken communication?

- a) Volume and pitch variations
- b) Written text structure
- c) Punctuation marks
- d) Spelling and grammar rules

Answer: a) Volume and pitch variations

13. What is an important consideration when adapting spoken language for different contexts or audiences?

- a) Using highly technical terminology to impress the audience
- b) Tailoring language to suit the needs, interests, and knowledge level of the audience
- c) Avoiding any form of humor or personal anecdotes
- d) Speaking at a constant pace regardless of the situation

Answer: b) Tailoring language to suit the needs, interests, and knowledge level of the audience

14. What is the term for the study of meaning in language?

- a) Phonetics
- b) Syntax
- c) Semantics
- d) Pragmatics

Answer: c) Semantics

15. Which of the following is an example of pragmatic aspects of speaking?

- a) Understanding word order in sentences
- b) Using language to achieve specific social goals or functions
- c) Identifying vowel sounds in words
- d) Understanding sentence structure and grammar rules

Answer: b) Using language to achieve specific social goals or functions

16. What is an important aspect of effective speaking in group discussions or debates?

- a) Dominating the conversation without allowing others to speak
- b) Respecting others' opinions and actively listening to their contributions
- c) Focusing solely on one's own viewpoint without considering others' perspectives
- d) Using aggressive language to assert dominance in the discussion

Answer: b) Respecting others' opinions and actively listening to their contributions

17. What is an important skill for managing nervousness during public speaking?

- a) Avoiding eye contact with the audience to reduce anxiety
- b) Practicing deep breathing techniques to stay calm and focused
- c) Speaking as quickly as possible to finish the speech sooner
- d) Refusing any form of preparation or rehearsal before speaking engagements

Answer: b) Practicing deep breathing techniques to stay calm and focused

18. Which of the following is an example of an effective speaking strategy for handling questions from the audience?

- a) Ignoring questions from the audience to save time
- b) Providing clear, concise answers while maintaining composure
- c) Responding defensively to any challenging questions from the audience
- d) Making up answers if unsure about the topic being questioned about

Answer: b) Providing clear, concise answers while maintaining composure

19. What is an important consideration when using visual aids in a speech or presentation?

- a) Overloading slides with excessive text and information to ensure thorough coverage of topics
- b) Using minimal or no visual aids to avoid distractions for the audience
- c) Ensuring that visual aids complement and enhance verbal content without overwhelming or distracting the audience
- d) Displaying visual aids only at the beginning or end of the speech, not during key points or explanations

Answer: c) Ensuring that visual aids complement and enhance verbal content without overwhelming or distracting the audience

20. Which of the following is an example of an effective speaking technique for maintaining audience engagement?

- a) Reading directly from notes or slides without making eye contact with the audience
- b) Using relevant examples, stories, or anecdotes to illustrate key points
- c) Speaking in a monotone voice to maintain seriousness
- d) Avoiding any form of humor or light-heartedness during speeches

Answer: b) Using relevant examples, stories, or anecdotes to illustrate key points

Unit- 3 Reading

1. What is the primary purpose of reading for academic purposes?

- a) To entertain oneself
- b) To improve vocabulary
- c) To gain knowledge and understanding
- d) To practice pronunciation

Answer: c) To gain knowledge and understanding

2. When scanning a text, what are you primarily looking for?

- a) Detailed information
- b) Main ideas and keywords
- c) Sentence structure
- d) Author's opinion

Answer: b) Main ideas and keywords

3. What is the purpose of skimming a text?

- a) To understand every word in the text
- b) To identify specific details
- c) To get a general sense of the content
- d) To analyze the text critically

Answer: c) To get a general sense of the content

4. Which of the following is an example of an inference?

- a) The author explicitly states that the main character is brave.
- b) The reader concludes that the character is brave based on their actions.
- c) The author describes the character as brave using vivid language.
- d) The reader finds a direct quote from the character stating they are brave.

Answer: b) The reader concludes that the character is brave based on their actions.

5. What does it mean to read between the lines?

- a) To read only the dialogue in a text
- b) To analyze the deeper meaning of the text
- c) To skip over important details
- d) To focus solely on the surface-level information

Answer: b) To analyze the deeper meaning of the text

6. Which reading strategy involves asking questions about the text before, during, and after reading?

- a) Predicting
- b) Summarizing
- c) Questioning
- d) Visualizing

Answer: c) Questioning

7. When identifying the main idea of a paragraph, what are you primarily looking for?

- a) The author's name
- b) The central theme or concept being discussed
- c) The publication date
- d) The length of the paragraph

Answer: b) The central theme or concept being discussed

8. What is the purpose of annotating a text while reading?

- a) To memorize every detail in the text
- b) To make notes and highlight important information
- c) To rewrite the entire text in your own words
- d) To criticize the author's writing style

Answer: b) To make notes and highlight important information

9. What is the purpose of using context clues when encountering unfamiliar words in a text?

- a) To ignore unfamiliar words and continue reading
- b) To look up every unfamiliar word in the dictionary
- c) To guess the meaning of unfamiliar words based on surrounding text
- d) To skip over unfamiliar words and focus on familiar ones

Answer: c) To guess the meaning of unfamiliar words based on surrounding text

10. Which of the following is an example of an effective reading comprehension strategy?

- a) Reading each word slowly and carefully to ensure understanding
- b) Rereading the entire text multiple times to memorize it
- c) Making connections between the text and personal experiences or other texts
- d) Skimming through the text without paying attention to details

Answer: c) Making connections between the text and personal experiences or other texts

11. What is the purpose of identifying the author's purpose in a text?

- a) To criticize the author's writing style
- b) To understand why the author wrote the text and what they hope to achieve
- c) To find grammatical errors in the text
- d) To rewrite the entire text in your own words

Answer: b) To understand why the author wrote the text and what they hope to achieve

12. When evaluating the credibility of a source, what should you consider?

- a) The length of the text
- b) The font size used in the text
- c) The author's credentials and expertise on the topic
- d) The number of pages in the text

Answer: c) The author's credentials and expertise on the topic

13. What is meant by "active reading"?

- a) Reading while exercising or engaging in physical activity
- b) Engaging with the text by asking questions, making predictions, and summarizing key points
- c) Reading quickly without pausing to think about the content
- d) Reading passively without focusing on comprehension

Answer: b) Engaging with the text by asking questions, making predictions, and summarizing key points

14. When determining cause and effect relationships in a text, what are you primarily looking for?

- a) The author's opinion on various topics
- b) The sequence of events and their outcomes
- c) The publication date of the text
- d) The author's personal experiences related to the topic

Answer: b) The sequence of events and their outcomes

15. What is meant by "reading fluency"?

- a) Reading with no pauses or breaks between sentences
- b) Reading quickly without understanding the content
- c) Reading with accuracy, appropriate rate, expression, and comprehension
- d) Reading silently without moving lips or making any sound

Answer: c) Reading with accuracy, appropriate rate, expression, and comprehension

16. Which reading strategy involves creating mental images based on descriptive language in a text?

- a) Visualizing
- b) Predicting
- c) Questioning
- d) Summarizing

Answer: a) Visualizing

17. When identifying supporting details in a text, what are you primarily looking for?

- a) Opinions expressed by characters in the text
- b) Facts, examples, or explanations that support the main idea or argument
- c) Contradictory information to challenge the author's viewpoint
- d) Personal interpretations unrelated to the main idea of the text

Answer: b) Facts, examples, or explanations that support the main idea or argument

18. What is meant by "reading for pleasure"?

- a) Reading only for academic purposes and not for enjoyment
- b) Reading without understanding or analyzing the content
- c) Reading to relax and enjoy literary works or other materials for entertainment
- d) Reading while multitasking with other activities such as watching TV or using electronic devices

Answer: c) Reading to relax and enjoy literary works or other materials for entertainment

19. Which of the following is an example of an effective reading comprehension question?

- a) "What font size is used in this text?"
- b) "How many paragraphs are there in this text?"
- c) "Why do you think the main character made that decision?"
- d) "What is written on page 50 of this text?"

Answer: c) "Why do you think the main character made that decision?"

20. What is meant by "reading critically"?

- a) "Reading while being overly critical and negative about every aspect of the text"
- b) "Reading with skepticism and disbelief about every statement in the text"
- c) "Reading with an analytical mindset, questioning, evaluating, and considering multiple perspectives"
- d) "Reading without paying attention to any details or nuances in the text"

Answer: c) "Reading with an analytical mindset, questioning, evaluating, and considering multiple perspectives"

Unit-4 Writing

1. Which of the following is NOT a primary component of good writing?

- a) Grammar
- b) Punctuation
- c) Spelling
- d) Repetition

Answer: d) Repetition

2. What is the purpose of a thesis statement in an essay?

- a) To summarize the main points
- b) To introduce the topic
- c) To present the writer's argument or claim
- d) To provide background information

Answer: c) To present the writer's argument or claim

3. Which of the following is an example of a compound sentence?

- a) I enjoy writing, and I find it to be a creative outlet.
- b) Writing is my favorite hobby.
- c) The book was interesting, so I read it in one sitting.
- d) Although I love writing, I struggle with grammar.

Answer: a) I enjoy writing, and I find it to be a creative outlet.

4. What is the purpose of using transition words in writing?

- a) To add unnecessary length to the text
- b) To create a smooth flow between ideas
- c) To confuse the reader
- d) To distract from the main point

Answer: b) To create a smooth flow between ideas

5. Which of the following is an example of an expository essay topic?

- a) "The Effects of Climate Change"
- b) "My Favorite Childhood Memory"
- c) "Why I Love Pizza"
- d) "The History of Hip Hop Music"

Answer: a) "The Effects of Climate Change"

6. What is the purpose of using evidence in an argumentative essay?

- a) To confuse the reader
- b) To support the writer's claims
- c) To distract from the main point
- d) To add unnecessary length to the text

Answer: b) To support the writer's claims

7. Which of the following is an example of an active voice sentence?

- a) The cake was eaten by me.
- b) The dog was walked by Sarah.
- c) Sarah walked the dog.
- d) The book was read by Mary.

Answer: c) Sarah walked the dog.

8. What is the purpose of a conclusion in an essay?

- a) To introduce new ideas
- b) To summarize the main points
- c) To distract from the main point
- d) To confuse the reader

Answer: b) To summarize the main points

9. Which of the following is NOT an example of a prewriting technique?

- a) Brainstorming
- b) Outlining
- c) Proofreading
- d) Clustering

Answer: c) Proofreading

10. What is the purpose of using descriptive language in writing?

- a) To confuse the reader
- b) To add unnecessary length to the text
- c) To create vivid images for the reader
- d) To distract from the main point

Answer: c) To create vivid images for the reader

11. Which of the following is an example of an informative essay topic?

- a) "The Benefits of Exercise"
- b) "My Dream Vacation"
- c) "Why I Deserve a Promotion"
- d) "The Best Movies of All Time"

Answer: a) "The Benefits of Exercise"

12. What is the purpose of using dialogue in narrative writing?

- a) To confuse the reader
- b) To provide background information
- c) To distract from the main point
- d) To reveal character traits and advance the plot

Answer: d) To reveal character traits and advance the plot

13. Which of the following is an example of a run-on sentence?

- a) I love to write, I find it to be relaxing.
- b) Writing is my passion, and I enjoy it every day.
- c) The book was interesting, I finished it in one sitting.
- d) Although I love writing, I struggle with grammar.

Answer: a) I love to write, I find it to be relaxing.

14. What is the purpose of using rhetorical questions in writing?

- a) To provide background information
- b) To confuse the reader
- c) To engage the reader and provoke thought
- d) To distract from the main point

Answer: c) To engage the reader and provoke thought

15. Which of the following is an example of an argumentative essay topic?

- a) "The Importance of Recycling"
- b) "My Favorite Food"
- c) "How to Tie a Knot"
- d) "My Last Vacation"

Answer: a) "The Importance of Recycling"

16. What is the purpose of using figurative language in writing?

- a) To confuse the reader
- b) To add unnecessary length to the text
- c) To create vivid images and evoke emotions
- d) To distract from the main point

Answer: c) To create vivid images and evoke emotions

17. Which of the following is an example of an effective thesis statement?

- a) "I will discuss my love for writing in this essay."
- b) "Writing has always been an important part of my life."
- c) "The benefits of practicing writing regularly include improved communication skills and increased creativity."
- d) "This essay will explore various aspects of writing."

Answer: c) "The benefits of practicing writing regularly include improved communication skills and increased creativity."

18. What is the purpose of using parallel structure in writing?

- a) To confuse the reader
- b) To create a smooth flow between ideas
- c) To distract from the main point
- d) To make sentences easier to understand and more engaging

Answer: b) To create a smooth flow between ideas

19. Which of the following is an example of an effective topic sentence for a paragraph about writing skills?

- a) "Writing skills are important for many reasons."
- b) "This paragraph will discuss why writing skills are important." c) "Developing strong writing skills can benefit individuals in both personal and professional contexts."
- d) "Writing skills are something that everyone should work on improving."

Answer: c) "Developing strong writing skills can benefit individuals in both personal and professional contexts."

20. What is the purpose of using varied sentence structure in writing?

- a) "To confuse the reader"
- b) "To add unnecessary length to the text"
- c) "To create rhythm and maintain reader interest"
- d) "To distract from the main point"

Answer: c) "To create rhythm and maintain reader interest"