

U.G. 2nd Semester Examination - 2021**ENGLISH****[HONOURS]****Course Code : BENGAEHT204****Course Title : English Communication**

Full Marks : 50

Time : 2 Hours

*The figures in the right-hand margin indicate marks.**Candidates are required to give their answers in their own words as far as practicable.*

Answer the questions by choosing correct alternative:

2×25=50

1. The word 'Communication' is derived from the Latin word:
a) Communis b) Community
c) Coordinate d) Commune
2. The person to whom message is transmitted is known as
a) The sender b) The organiser
c) The receiver d) The transmitter
3. For a meaningful communication, the sender needs to know
a) The audience b) The objective
c) The language d) All the above

4. Which of the following is an example of written communication?
a) Email b) Telephone
c) Skype d) Zoom
5. Communication is
a) The process of transmitting information from one person to another
b) The act of sharing ideas, facts, opinions, etc
c) Interchange of message that connects sender and receiver
d) All the above
6. The person who has something to pass on to another individual, is
a) Sender b) Receiver
c) Orator d) Medium
7. Feedback is send to the
a) Channel b) Sender
c) Decoder d) Receiver
8. _____ enables you to evaluate the effectiveness of your communication
a) Language b) Feedback
c) Tone d) Eye contact

[Turn Over]

9. The technique to convert an idea into a message is called
- a) Messaging b) Encoding
 - c) Decoding d) ideating
10. When one interprets a message, one
- a) Feedbacks it b) Encodes it
 - c) Decodes it d) Experiments it
11. Choose the incorrect statement
- a) Communication is an ongoing exchange of ideas
 - b) Communication is an ongoing process
 - c) Communication is only listening
 - d) Communication is a two-way process
12. The integral element of communication is
- a) Sender b) Receiver
 - c) Message d) All the above
13. Which one of the following is an example of Non-verbal communication?
- a) Telephonic Conversation
 - b) Emails
 - c) Body language
 - d) Lectures

14. Oral communication is a kind of
- a) Verbal communication
 - b) Non-verbal communication
 - c) Both
 - d) None of the above
15. Legal validity is the advantage of
- a) Oral communication
 - b) Written communication
 - c) Verbal communication
 - d) None of the above
16. First step in the process of communication is
- a) Encoding b) Responding
 - c) Ideating d) Receiving
17. Group discussion helps
- a) Evaluate whether a candidate is fit for the organization
 - b) Assess how a particular participant performs under different situation in a group
 - c) To judge how one conceptualizes and manoeuvres his ideas through the discussion
 - d) All the above

18. An interview is a form of
- a) Inter-personal communication
 - b) Intra-personal communication
 - c) Group communication
 - d) All the above
19. Counselling interview helps
- a) seeking a job/ selecting new employees of the organisation
 - b) Evaluating the on-job performance of the employees
 - c) Guiding the employees in solving their professional or personal problems
 - d) None of the above
20. Candidates fail in a job interview because of
- a) Indifferent attitude b) Lack of preparation
 - c) Lack of skills d) All the above
21. How will you prepare yourself for a successful job interview?
- a) Know your goal
 - b) Know your resume
 - c) Know your Company
 - d) All the above

22. Which one is an undesirable behaviour in an interview?
- a) Avoiding eye contact
 - b) Using jargon, slang or pompous language
 - c) Giving hurried answers
 - d) All the above
23. Which one is a desirable behaviour in an interview?
- a) Show interest and enthusiasm by being alert
 - b) Listening to the questions asked with concentration
 - c) Give brief answers and be honest while answering
 - d) All the above
24. Which one is not an effective feature of a covering letter?
- a) It should be informative and to the point
 - b) The tone of the letter should be friendly but formal
 - c) Make the covering letter two to three pages
 - d) Omit personal information that is not relevant to the job

25. Which one of the following is not desirable while writing your resume?

- a) Mention your desired salary and work schedule
- b) It should not be written hurriedly
- c) Do not include too much information
- d) Use facts, not opinion
