

U.G. 2nd Semester Examination - 2022**ENGLISH****[HONOURS]****Course Code : BAECCLT 204****Course Title : English Communication**

Full Marks : 50

Time : 2 Hours

The figures in the right-hand margin indicate marks.

Answer **all** the following questions by choosing the correct alternative out of four options: 2×25=50

1. 'Communication is
 - a) Passing of information
 - b) Transformation of data
 - c) Meaningful interaction
 - d) All the above
2. The word 'communicate' derives from the word 'communicare'. 'communicare' is a
 - a) Greek word
 - b) Latin word
 - c) French word
 - d) Native word

3. The process of communication is initiated by
 - a) The decoder
 - b) The listener
 - c) The receiver
 - d) The encoder
4. Communication involves sending, receiving and _____ messages.
 - a) Involving
 - b) Processing
 - c) Interpreting
 - d) Exchanging
5. If a message requires immediate answer, which channel will be best for the purpose?
 - a) Written
 - b) Oral
 - c) Visual
 - d) Body language
6. Which one does not belong to the Oral Communication system?
 - a) Speeches
 - b) Audio tapes
 - c) Posters
 - d) Teleconference
7. Which one is not an example of External Written Communication?
 - a) Letters
 - b) Telegrams
 - c) Telephonic chats
 - d) Faxes

8. 'Immediate feedback' is the merit of
- a) Written communication
 - b) Listening
 - c) Oral communication
 - d) Ideating
9. _____ arise when words mean different things to different people.
- a) Psychological barriers
 - b) Organizational barriers
 - c) Semantic barriers
 - d) Cultural barriers
10. Physical barriers may arise during the communication process due to
- a) The sender b) The receiver
 - c) The medium d) Ideas
11. If a message contains complicated details and figures or requires future reference, which channel will be best?
- a) Written b) Oral
 - c) Both d) None

12. In business organizations, which role does communication not perform?
- a) Information sharing b) Feedback
 - c) Helping the poor d) Motivating people
13. A message can be
- a) Verbal b) Nonverbal
 - c) Both d) None
14. Which one is a disadvantage of Verbal Communication?
- a) Does not provide immediate feedback
 - b) Not time-saving
 - c) Absence of record
 - d) Economical
15. The function of the receiver of a message is to
- a) Encode it b) Decode it
 - c) Read it d) Write it
16. Body language is an example of
- a) Verbal Message b) Nonverbal Message
 - c) Physical Message d) Emotional Message

17. To make a successful communication we need at least
- a) One person
 - b) Two persons
 - c) Three persons
 - d) More than three persons
18. The effectiveness of a successful Oral Communication does not depend upon
- a) Clarity of pronunciation
 - b) Lengthy message
 - c) Right words selection
 - d) Natural voice
19. Which one is an advantage of Written Communication?
- a) Provides us records
 - b) Absence of Immediate clarification
 - c) Costs a lot of organizations
 - d) All
20. If '\$' means Dollar, then '\$' is a
- a) Signifier
 - b) Signified
 - c) Sign
 - d) A letter

21. Red, yellow and green traffic lights belong to
- a) Visual sign
 - b) Audio sign
 - c) Lighting sign
 - d) Colour sign
22. Record cannot be normally preserved in
- a) Oral Communication
 - b) Written Communication
 - c) Audio-Visual Communication
 - d) None
23. A job application does not contain
- a) Covering letter
 - b) Resume
 - c) Copies of certificates
 - d) Proposal of bribery
24. The term 'curriculum vitae' is derived from
- a) English
 - b) French
 - c) Latin
 - d) Russian
25. _____ should not be included in a resume.
- a) Work experience
 - b) Education
 - c) Affiliation and membership
 - d) Letter of recommendation