

**Marathwada Institute of Technology, Aurangabad**

Department of Basic Sciences and Humanities

QUESTION BANK

Title of the Subject: Communication Skills	
Title of the Unit: Communication and Communication Processes	Unit No:-I

Multiple Choice Questions		
Question No.	Question Description	Expected Marks
1	Communication is the exchange of a) Money b) Information c) Goods d) Voice	01
2	Which one of the following does not belong to the chain of communication? a) Telephone b) Receiver c) Message d) Sender	01
3	The first step in communication process is a)Ideation b)encoding c)transmission d)reception	01
4	The person who sends the message is a)encoder b)decoder c)receiver d)postman	01
5	The process of putting ideas into the message is called? a)encoding b)decoding c)reading d)listening	01
6	Verbal communication conveys message through a)words b)gestures c)touch d)postures	01
7	Non-verbal communication is a communication without a)words b)gestures c)forms d)touch	01
8	Factors that block the way of communication are called a)problems b)barriers c)systems d)sources	01

9	Feedback is the response of the a)sender b)receiver c)source d)encoder	01
10	Listeners and readers are a)Encoders b)mode C)decoders d)channel	01
11	Careful and slow reading is called a)intensive b)extensive c) fast d)scanning	01
12	Listening is an acquired a)skill b)quality c)feature d)thing	01
13	People wrongly think that hearing is A)Listening B)speaking C)reading D)writing	01
14	Of all communication skills the most used skill is A)listening B)writing C)reading D)speaking	01
15	Careful and slow reading is called a)intensive b)extensive c) fast d)scanning	01
16	Reading a passage very quickly is called a)scanning b)skimming c)reviewing d)studying	01
17	Looking for a specific piece of information in a text is called a)scanning b)skimming c)reviewing d)studying	01
18	A student needsreading a)extensive b)intensive c)skimming d)scanning	01
19	The study of time is called a)kinesics b)Proxemics c)chronemics d)phonetics	01
20	The last step in communication process is a)conception b)encoding c)transmission d)feedback	01

Question No.	Short Answers Questions	
1	What is the definition of Communication?	02
2	What are the main objectives of communication?	02
3	What are the main steps of the communication process?	02
4	What is encoding?	02
5	What is decoding?	02
6	What are the barriers of communication	02
7	What are the two kinds of verbal communication	02
8	What is non verbal communication? Give Examples	02
9	What is verbal communication? Give examples.	02
10	What are 7 C's of effective communication?	02
11	What is listening comprehension	02
12	What is passive listening?	02
13	What is scanning?	02
14	What is skimming?	02
15	What is extensive reading?	02

Long Answer Question		
Question No.	Question Description	Expected Marks
1	What is feed back? Discuss its role in communication	04
2	What is the role of communication in business?	04
3	What are the barriers to effective listening:	04
4	Explain-Skimming and Scanning.	04
5	Write strategies of acquisition of listening skills.	04
6	Define listening. How can you acquire good listening skill?	04
7	Discuss various elements of communication process with its figure.	06
8	What is the importance of nonverbal communication? Justify your answer with example.	06
9	State the functions of communication with examples.	06
10	What are the barriers of business communication, explain them	06
11	Explain different forms of verbal Communication.	06
12	Write the types of nonverbal Communication and explain them.	06
13	Mention the barriers to effective communication and the ways to overcome them.	06
14	Explain in brief the types of reading.	06
15	Write notes on active listening and passive listening.	06



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QUESTION BANK

Title of the Subject: Communication Skills	
Title of the Unit: Verbal and Nonverbal Communication	Unit No:-II

Multiple Choice Questions		
Question No.	Question Description	Expected Marks
1	Non-verbal communication is a communication without a)words b)gestures c)forms d)touch	01
2	First step of preparing oral presentation is to determine the A)audience B)Purpose C)message D)topic	01
3	Highness or lowness of speakers voice is called a)pitch b) tone c) speed d) quality	01
4	Our dress code is an example of _____ communication. (A) Verbal (B) nonverbal (C) written (D) spoken	01
5	. For effective participation in group discussions primarily ought to be a good..... a) Communicator b) Critic c) Listener d) Schemer	01
6	Towards the end of the group discussion, it is necessary for one of the members to the discussion. a) Conclude b) Introduce c) Summarize d) Criticize	01
7	Which of the following gives bad impression in interview? a. Eye contact b. The handshake c. Listening Skill d. Slouching in the chair	01
8	How does group discussion differ from Debate? a. Group discussion is more imprudent than debate. b. Debate is to prove who is right and Group discussion is to prove what is right. c. Group discussion is to prove who is right and debate is to prove what is right. d. Debate is always a better option to know about the candidate. .	01

9	<p>A.B.C. in communication stands for?</p> <p>a. Address, Barrier, Convey b. Accuracy, Brevity, Clarity c. Anyone can Become a Communicator d. Answer, Broad mindset, Convince</p>	01
10	<p>Vocalics, a type of nonverbal Communication deals with the study of:</p> <p>a. Time b. Space c. Touch d. Voice</p>	01

Short Answer Question

Question No.	Question Description	Expected Marks
1	State two disadvantages of oral communication.	02
2	What are the skills that a candidate should possess to clear Group Discussion?	02
3	What is a group Discussion?	02
4	What is an interview?	02
5	What is kinesics?	02
6	What is impromptu/extempore speech?	02
7	What is the process of Group discussion?	02
8	Briefly explain group discussion strategies.	02
9	What Importance does group discussion play in improving communication?	02
10	What are the Dos and Don'ts in a group Discussion?	02

Long Answer Question		
Question No.	Question Description	Expected Marks
1	Discuss the importance of planning process in preparing a presentation.	04
2	Discuss the role of practice in delivering an effective presentation	04
3	Group discussion is an effective tool for screening a suitable candidate. "Discuss	06
4	What is public speaking? Suggest ways to make it powerful.	06
5	What is an interview? List down its various types	06
6	Discuss techniques to make a presentation effective.	06
7	What are the Do's and Don'ts in an interview?	06
8	Explain different forms of nonverbal Communication	06
9	Explain the importance of nonverbal Communication	06
10	As an interviewer, what suggestions would you like to give to the fresher for better interview performance?	06



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QUESTION BANK

Title of the Subject: Communication Skills	
Title of the Unit: Study of Sounds in English	Unit No:-III

Multiple Choice Questions		
Question No.	Question Description	Expected Marks
1	There are speech sounds in the phonetic alphabets. a) 40 b) 42 c) 41 d) 44	01
2	There are vowels in the phonetic alphabet. a) 10 b) 15 c) 20 d) 21	01
3	There are consonants in the phonetic alphabet. a) 24 b) 26 c) 20 d) 21	01
4	The phonetic alphabets consist of pure vowels and diphthongs. a) 12,8 b) 14,6 c) 12,4 d) 10,8	01
5	Pure vowels are also known as a) Trip thongs b) Diphthongs c) Monophthongs d) Phonemes	01
6	Identify the initial consonant sound in the word 'thank'. a) /θ/ b) /ð/ c) /d/ d) /k/	01
7	Identify the last sound in the word 'wash'. a) /dʒ/ b) /s/ c) /ʃ/ d) /tʃ/	01
8	Choose the right transcription of 'nature'. a) /neɪtʃə/ b) /neɪtʃe/ c) /naɪtʃə/ d) /neɪtə/	01
9	Choose the correct phonemic transcription of 'don't'. a) /dəʊnt/ b) /dɔːnt/ c) /dʌnt/ d) /daʊnt/	01
10	Identify the initial sound in the word 'ooze'. a) /uː/ b) /ʊ/ c) /ʌ/ d) /ə/	01

Short Answer Question		
Question No.	Question Description	Expected Marks
1	What are the different branches of Phonetics?	02
2	What is IPA?	02
3	What is meant by transcription?	02
4	How the vowels in English are classified?	02
5	What is a consonant?	02
6	What is a vowel?	02
7	To what extent the study of phonemic symbols has helped you to learn the standard pronunciation of English words ?Present your views	02
8	What is the difference between acoustic and articulatory phonetics?	02
9	What are monophthongs?	02
10	What are the main vocal organs?	02

Long Answer Question		
Question No.	Question Description	Expected Marks
1	Write a note on diphthongs. Give alphabetical examples of each.	04
2	Write examples of words: 1. A word ending in dʒ : 2. A word ending in g : 3. A word beginning with ð : 4. A word beginning with ʃ :	04
3	Write a note on: the difference between vowels and consonants	04
4	Fill in the gaps with the following words: /tʃuːɪŋ/, /huː/, /bʊk/, /pʊt/ a) The he gave you is in the bag. b) Do you know won the competition? c) Stop the pencil! d) I always the new recipes into my notebook.	04
5	Write Phonemic Transcription of the following words 1.Education 2.furniture 3.remember	06

6	Write the spellings for the following transcriptions 1./'bjʊ:təfʊl/ 2. /'tʌŋ/ 3. 'wɪndəʊ/	06
7	Explain the types of vowel in detail.	06
8	Identify the sounds in the underlined phonetic symbols from the following words. 1. Fath <u>o</u> m 2. Vocab <u>u</u> lary 3. <u>T</u> here 4. <u>S</u> helter 5. <u>C</u> hair 6.l <u>a</u> mb	06
9	Draw a neat diagram of the organs of speech with proper labels	06
10	What is Phonetics? Describe various speech sounds with at least 2 examples of each	12

**QUESTION BANK**

Title of the Subject: Communication Skills		
Title of the Unit: Writing Skills		Unit No:-V

Multiple Choice Questions		
Question No.	Question Description	Expected Marks
1	The first step in writing process is a)proof-reading b)prewriting c)presenting d)revising	
2	Checking for errors in written material is called a)proof-reading b)prewriting c)presenting d)revising	
3	In block format each line begins at the a)right b)left c)centre d)below	
4	Complimentary close should be in accordance with a)salutation b)body c)heading d)subject	
5	A letter requesting some information is called a)claim b)enquiry c)order d)sales	
6	Semi block style letter each paragraph is a)underlined b)indented c)closed d) spaced	
7	Summary of personal ,educational and professional life is called a)CV b)reference c)compliments d)regards	
8	Application for the job in response to advertisement is called a)solicited b)unsolicited c)valid d)due	

9	Application for the job written without the announce of the vacancies is called a)solicited b)unsolicited c)valid d)due	
10	CV is also called a)resume b)story c)service d)letter	

Short Answer Question

Question No.	Question Description	Expected Marks
1	What is Prewriting?	
2	What is proofreading?	
3	What is a business letter?	
4	What are the styles or formats of a formal letter?	
5	What are the essential parts of a business letter?	
6	How many kinds of Job application are there?	
7	What is Resume Or CV?	
8	What information does the letterhead of a business letter generally contain?	
9	Name the seven C's of business letter writing.	

Long Answer Question

Question No.	Question Description	Expected Marks
1	Discuss the format of a business report.	
2	What is a resume? Discuss its various formats.	
3	Draft a resume for yourself.	

4	“A resume is a Sales letter”. Discuss	
5	What are the different types of layouts of the letter?	
6	What are the types of business letters?	
7	What do you mean by a business letter? Discuss Semi modified block format.	
8	What is a business report? Discuss its types.	
9	Write a short essay on “Use of mobile in Communication”	
10	Write a job application letter with appropriate Resume with the following details “Required an Assistant Engineer in Tata company, Jamshedpur.Candidate with engineering degree having 2 years experience”.	