

**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:  $2 \times 25 = 50$

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