Reg.No. \_\_\_\_\_\_\_\_\_\_\_\_



**UNIVERSITY**

(Karunya Institute of Technology & Sciences)

(Declared as Deemed-to-be University under Sec.3 of the UGC Act, 1956)

**End Semester Examination – Nov/Dec – 2016**

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|  |  | **Semester :** | **2016-17 ODD** |
| **Code :** | **16EN1003** | **Duration :** | **3hrs** |
| **Sub. Name :** | **COMPREHENSION AND COMMUNICATION SKILLS IN ENGLISH** | **Max. marks :** | **100** |

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| **Q. No.** | **Questions** | | | | **Course outcome** | **Marks** |
| **PART-A (40X1=40 MULTIPLE CHOICE QUESTIONS)** | | | | | | |
| 1. | What does ‘Holocaust’ mean? | | | |  |  |
|  | a. Infanticide | b.Suicide | c.Patricide | d.Genocide | CO1 | (1) |
| 2. | Abdul Kalam was a ------- in May 1998 Pokhran –II test | | | |  |  |
|  | a. founder | b.pioneer | c. leader | d. funder | CO1 | (1) |
| 3. | --------- , a popular disease claimed the life of Lincoln’s mother. | | | |  |  |
|  | a. Tuberculosis | b. Pneumonia | c.Milk sickness | d. Jauntice | CO1 | (1) |
| 4. | ---------, Helen Keller’s teacher taught her to read and write | | | |  |  |
|  | a. Dr.Juian | b.Martha | c. Anne Sullivan | d. George Kesser | CO1 | (1) |
| 5. | -------------- won the ‘ Beaver Award’. | | | |  |  |
|  | a. Abdul Kalam | b. R.G.Le Tourneau | c. Helen Keller | d. Abraham Lincoln | CO1 | (1) |
| 6. | During the years 1830-31, Lincoln took an oath to “hit it hard!” . Here ‘it’ refers to\_\_\_\_\_\_\_\_\_. | | | |  |  |
|  | a. Corruption | b. Slavery | c. Poverty | d. Civil War | CO1 | (1) |
| 7. | Le Tourneauhas got more than-------patents for his innovations. | | | |  |  |
|  | a. 300 | b.250 | c.200 | d.100 | CO1 | (1) |
| 8. | --------- communication pattern generally exists in large organisations | | | |  |  |
|  | a. Linear | b.Multi- linear | c.Trichannel | d. Bilevel | CO2 | (1) |
| 9. | -------- communication needs exachnge of message through symbols or gestures | | | |  |  |
|  | a. Group | b.Formal | c. Non-Verbal | d. Written | CO2 | (1) |
| 10. | --------- acts as a safety wall for employees as they give vent to their frustration and tension through this channel. | | | |  |  |
|  | a. Formal | b.Upward | c. Downward | d. Grapevine | CO2 | (1) |
| 11. | ----------- listening is basically active and intelligent which demands the complete attention of the listener | | | |  |  |
|  | a. Superficial | b.Appreciative | c.Attentive | d. Emphathetic | CO1 | (1) |
| 12. | ---------- comprise grammatical structures such as subordinate clauses, noun complements, and so on. | | | |  |  |
|  | a. Syntactic features | b. Prosodic features | c. Signal phrases | d. Local connectors | CO1 | (1) |
| 13. | --------- communication is practically communicating with oneself | | | |  |  |
|  | a. Interpersonal | b. Intrapersonal | c. Informal | d. Intercultural | CO1 | (1) |
| 14. | ------- letter is an expression of dissatisfaction where the writer writes about something that went wrong | | | |  |  |
|  | a. Compliant | b. Adjustment | c. Instruction | d. Inquiry | CO1 | (1) |
| 15. | -------- is an one sentence statement listing the applicant’s most important qualifications, her/his skills and her/his key work experience | | | |  |  |
|  | a. Work experience | b. Professional summary | c. Special skills | d. Heading | CO3 | (1) |
| 16. | ----------- is an intuitive skill | | | |  |  |
|  | a. Driving | b. Assertiveness | c.Data processing | d. Professional speaking | CO2 | (1) |
| 17. | ----------- resume focuses on education and work. | | | |  |  |
|  | a. Chronological | b.Functional | c. Combination | d.Mixed-type | CO3 | (1) |
| 18. | --------- is an example for linguistic barrier | | | |  |  |
|  | a. Noise | b.Anxiety | c. Jargon | d. Distance | CO1 | (1) |
| 19. | ----------- is defined as the process of writing down quickly, briefly, and clearly the important points of lectures, speeches, presentations etc.. | | | |  |  |
|  | a. Paraphrasing | b.Taking notes | c.Identifying key points | d. summarizing | CO3 | (1) |
| 20. | Brief eye contant suggests ------- | | | |  |  |
|  | a. trust | b.confidence | c.admiration | d.nervousness | CO2 | (1) |

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| 21. | ---------------- is a planning technique in which one list ideas as they come to their mind | | | |  |  |
|  | a. Prewriting | b.Freewriting | c.Mindmapping | d.Brainstorming | CO2 | (1) |
| 22. | ------------- is apopular letter format as it is very simple and easy to use | | | |  |  |
|  | a. Modified Block Format | b. Block Format | c.Simplified | d.Semi-Block | CO3 | (1) |
| 23. | -------- letter is basically a self promotion instrument used by the applicant to boost his/her professional value and career prospects | | | |  |  |
|  | a. Marketing | b. Promotion | c.Job application | d. Sales | CO3 | (1) |
| 24. | ---------- resume follows a mixed style | | | |  |  |
|  | a.Chronological resume | b. Functional resume | c. Combination resume | d. Curriculum Vitae | CO3 | (1) |
| 25. | We normally distrust people who do not maintain -------------while telling us something. | | | |  |  |
|  | a. Facial expression | b. Eye contact | c. Dress code | d. posture | CO2 | (1) |
| 26. | The question ,‘what would you do if...’ is an example for -------- question. | | | |  |  |
|  | a. hypothetical | b. loaded | c. reflective | d. probing | CO2 | (1) |
| 27. | Select the most appropriate word that correctly fills the blank.  In newspapers, the layout of the columns is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, while the rows run across the page horizontally. | | | |  |  |
|  | a. Straight | b. horizontal | c.vertical | d. abiding | CO2 | (1) |
| 28. | Out of the given alternatives, choose the word that is opposite in the meaning to the given word. **Amicable** | | | |  |  |
|  | a. arrogant | b. friendly | c. sociable | d. lovable | CO1 | (1) |
| 29. | ------ gives the presenter more confidence and avoids any deviation during the presentation | | | |  |  |
|  | a. Audio-visual aids | b.Preparation | c.Rehearsal | d. Supporting ideas | CO2 | (1) |
| 30. | The central idea of the presentation does not ------- | | | |  |  |
|  | a. restate the presentation topics | b. include all the supporting material | c. capture the essence of the message | d. focus on the content of the message | CO2 | (1) |
| 31. | Objects, model and people are examples of -------- | | | |  |  |
|  | a. Graphic aids | b. Two dimensional Visual aids | c. Three dimensionaVisual aids | d. Pictorial aids | CO3 | (1) |
| 32. | -------- ina business letter refers to the reflection of the opinion of the writer on the reader | | | |  |  |
|  | a. Attitude | b.Tone | c.Conciseness | d.Mood | CO1 | (1) |
| 33. | ---------- pattern communication exists in small business units in which there are only two levels of employees namely management and workers. | | | |  |  |
|  | a. Bilevel | b.Linear | c.Trichannel | d.Multi-linear | CO1 | (1) |
| 34. | Firstly, similiarly,OK, next and then are the examples for ---------. | | | |  |  |
|  | a. Pronouns | b. Connectives | c. possessive forms | d. Demonstratives | CO1 | (1) |
| 35. | Effective -------achieves group goals and aid in decision making. | | | |  |  |
|  | a. group discussion | b. communication | c. team management | d. listening | CO2 | (1) |
| 36. | -------- is a systematic oral exchange of information, views, and opinions about a topic, issue, problem etc among a group who share certain common objectives. | | | |  |  |
|  | a. Seminars | b.Meeings | c. Debates | d.Group Discussion | CO2 | (1) |
| 37. | -------- will increase the effectiveness of the presentations | | | |  |  |
|  | a.Narrating anecdotes | b. Using visual aids | c. Jokes | d.Giving statistical data | CO2 | (1) |
| 38. | A -------- is a formal document written for a specific audience to meet a specific need | | | |  |  |
|  | a. powerpoint presentation | b. presentation | c.report | d.letter | CO3 | (1) |
| 39. | ------------- report includes research reports, thesis and dissertations. | | | |  |  |
|  | a. Non-formal | b. Informational | c.Routine | d. Special | CO3 | (1) |
| 40. | Data on periodic and situational activities without analysis is an example for ------------ report | | | |  |  |
|  | a. Informational | b.Analytical | c.Special | d.Informal | CO3 | (1) |

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| **PART B(8 X 5 = 40 MARKS) (ANSWER ANY EIGHT)** | | | |
| 41. | Read the following passage and answer the following questions.  I was one of the children - a short boy with rather undistinguished looks, born to tall and handsome parents. We lived in our ancestral house, which was built in the middle of the nineteenth century. It was a fairly large pucca house, made of limestone and brick, on the Mosque Street in Rameswaram. My austere father used to avoid all inessential comforts and luxuries. However, all necessities were provided for, in terms of food, medicine or clothes. In fact, I would say mine was a very secure childhood, both materially and emotionally. The Second World War broke out in 1939, when I was eight years old. For reasons I have never been able to understand, a sudden demand for tamarind seeds erupted in the market. I used to collect the seeds and sell them to a provision shop on Mosque Street. A day's collection would fetch me the princely sum of one anna. My brother -in-law Jallaluddin would tell me stories about the War which I would later attempt to trace in the headlines in Dinamani. Our area, being isolated, was completely unaffected by the War. But soon India was forced to join the Allied Forces and something like a state of emergency was declared. The first casualty came in the form of the suspension of the train halt at Rameswaram station. The newspapers now had to be bundled and thrown out from the moving train on the Rameswaram Road between Rameswaram and Dhanuskodi. That forced my cousin Samsuddin, who distributed newspapers in Rameswaram, to look for a helping hand to catch the bundles and, as if naturally, I filled the slot. Samsuddin helped me earn my first wages. Half a century later, I can still feel the surge of pride in earning my own money for the first time.   1. What type of text passage is this? A. biography  B. narration C. essay  D. autobiography 2. He wrote "I can still feel the surge of pride". What is the meaning of the word ‘surge’? A. a sudden increase  B. self confidence C. self respect  D. important 3. ‘Mine was a secure childhood’. How can you say his childhood was secure? A. Born to tall parents  B. Living in ancestral house C. Parents looked after him very well  D. Father avoided all unessential comforts 4. Rameswaram was unaffected by the war. Why it was unaffected? A. because the people there were good B. there were number of tamarind trees C. Jalaluddin and Samsuddin made Rameswaram unaffected   D. Rameswaram is an island and is totally cut off from the main land   1. The antonym of the word‘suspension’ is \_\_\_\_\_\_\_\_\_   A. postponement B. deferral C. delay  D. resume | CO1 | (5) |
| 42. | **Match the phrases in Column A with their meanings in Column B.**   |  |  |  | | --- | --- | --- | |  | A | B | | (i) | Curfew | Masked | | (ii) | Espionage | association | | (iii) | Liaison | Camps | | (iv) | Disguised | Spying | | (v) | Barracks | clampdown | | CO3 | (5) |
| 43. | Explain the different types of listening with examples. | CO1 | (5) |
| 44. | Briefly discuss on the difference between British and American English usage with examples. | CO2 | (5) |
| 45. | Why is Intercultural communication important in workplace context? | CO2 | (5) |
| 46. | Explain how gestures and posture reflect one’s personality. | CO2 | (5) |
| 47. | Suppose you want a take a car loan from the State Bank of India. Write a letter to the Manager, SBI branch of your locality requesting him/her to send you all the details related to SBI car loan. | CO3 | (5) |
| 48. | Write the different types of interview questions with examples. | CO3 | (5) |
| 49. | Prepare five powerpoint slides on the topic ‘ Global Warming’ that could be included in the body of the presentation. | CO3 | (5) |
| 50. | Briefly explain the characteristics of an informational and analytical report. | CO3 | (5) |
| **PART C( 2 X 10 = 20 MARKS) (ANSWER ANY TWO)** | | | |
| 51. | What are the innate good qualities that one can learn from the personalities of the prescribed biographies? | CO1 | (10) |
| 52. | Write a group discussion on the topic ‘The effect of Demonetization’, which was implemented by our prime minister Mr.Narendra Modi. | CO3 | (10) |
| 53. | Assume that just completed your B.Tech. Draft a resume to be sent to your dream company like Google, Microsoft, L&T etc | CO3 | (10) |

ALL THE BEST