

**Arts, Commerce and Science College Bodwad Dist. Jalgaon**  
**Online Internal Examination November 2020**

**Class: TYBA**

**Subject: SEC ENG: English for Practical Purposes 3 & 4**

**Semester: V**

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- **Answer the following questions, choosing from the options given below.**

1. **A successful manager should be a trained listener.**
  - a) **True**
  - b) False
  
2. **Which of these should be avoided for effective listening?**
  - a) Pre-listening analysis
  - b) Listening to structured talks
  - c) Team listening
  - d) **Predicting**
  
3. **In which of these does the listener pick up special features of the speech?**
  - a) **Listening in conversational interaction**
  - b) Listening to structured talks
  - c) Predicting
  - d) Team listening
  
4. **A well organized talk is a -----talk.**
  - a) short
  - b) long
  - c) random
  - d) **structured**
  
5. **Which of these should be avoided in pre-listening analysis?**
  - a) Mental discipline
  - b) Concentration
  - c) **Prejudices**
  - d) Patience

6. **Predicting is the technique to forecast what the speaker will say.**
- a) **True**
  - b) False
7. **In which of these, should the listener be able to make connections between different segments of the speech?**
- a) Listening to structured talks
  - b) **Links between parts of the speech**
  - c) Team listening
  - d) Predicting
8. **Which of these is based on effective listening?**
- a) **Note taking**
  - b) Notice writing
  - c) Letter writing
  - d) Predicting
9. **Which of these should be avoided while note taking?**
- a) Concentration
  - b) **Evaluation**
  - c) Listening
  - d) Using phrases
10. **Which of these is not a type of text for reading?**
- a) Reference material
  - b) **Chats**
  - c) Scientific text
  - d) Technical text
11. **Which of these is not a deterrent to the listening process?**
- a) Lack of interest
  - b) Ego

- c) **Confidence**
- d) Fear

**12. Listening means to respond to advice or request.**

- a) **True**
- b) False

**13. Which of these is not a step in the listening process?**

- a) To stop talking
- b) Receiving
- c) **Misinterpreting**
- d) Responding

**14. Which of these is the first step in the listening process?**

- a) **Stop talking**
- b) Receiving
- c) Interpreting
- d) Responding

**15. Which of these is the third step in the listening process?**

- a) Stop talking
- b) **Interpreting**
- c) Responding
- d) Receiving

**16. Hearing means perceiving with ears.**

- a) **True**
- b) False

**17. Which of these is not a type of listening?**

- a) Appreciative listening
- b) Superficial listening
- c) Focused listening
- d) **Musical listening**

**18. Which of these types of listening lacks depth?**

- a) Appreciative listening
- b) **Superficial listening**
- c) Focused listening
- d) Evaluative listening

**19. Which of these types of listening is followed by skilled listeners?**

- a) Focused listening
- b) **Evaluative listening**
- c) Attentive listening
- d) Empathetic listening

**20. In which of these, the listener puts himself in place of the speaker?**

- a) Focused listening
- b) Evaluative listening
- c) Attentive listening
- d) **Empathetic listening**

**21. Which of the following kinds of communication do students spend most time engaged in?**

- a. **Listening**
- b. Speaking
- c. Reading
- d. Writing

**22. The factors in Cooper's two-factor model of effective listening are-----.**

- a. **Completing cognitive tasks, and accomplishing relational tasks.**
- b. Listening critically and offering others advice.
- c. Being supportive and agreeing with others.
- d. Paying attention and interpreting messages.

**23. Which of the following behaviors is part of active listening?**

- a. maintain eye contact

- b. Nodding and making eye contact.
- c. asking for clarification
- d. **all of the above**

**24. Evaluative listening is successful when we-----.**

- a. Accurately distinguish stimuli in a message.
- b. Understand the intended meaning of a message.
- c. Understand the intended meaning of a message.

d. **Make critical assessments of the accuracy of the facts in a message.**

**25. Which is NOT one of the types of listening mentioned in the text?**

- a. Discriminatory listening.
- b. Idiosyncratic listening.
- c. **Comprehensive listening.**
- d. problem-focuses listening

**26. Which of the following describes the style of listening called action-oriented listening?**

- a. The listener focuses on others' feelings and sees listening as an opportunity to forge interpersonal bonds.
- b. The listener gathers data and enjoys listening to complex technical information.
- c. **The listener is impatient with disorganized speakers and mentally jumps ahead to finish their thoughts.**
- d. The listener is concerned about keeping on schedule, and interrupts others when he or she wants to move on.

**27. Which of the following is one of the findings of the Sillars, Smith, and Koerner study of parent/child conflicts?**

- a. Parents understood their children's thoughts during
- b. Parents believed their children's thoughts about the
- c. **Parents overlooked the extent to which children took responsibility for the conflicts.**
- d. All of the above

**28. According to Dweck and Ehrlinger, people who hold an entity theory of human nature-----.**

- a. See the world as in a constant state of flux.

- b. Are likely to cooperate during conflicts.
- c. Are quick to make and stick to initial impressions.**
- d. Are open to new information.

**29. Jackson and Jamieson believe we accept spin uncritically because-----.**

- a. When asked to think critically about an issue we are
- b. We let ourselves be distracted by attractive images
- c. We accept anecdotes as facts.
- d. All of the above**

**30. A friend tells you, "I'm afraid my boyfriend is seeing his old girlfriend behind my back; I don't know what to do. I can't live without him." Which of the following responses is a paraphrase?**

- a. You're afraid your boyfriend is seeing his old girlfriend behind your back, you don't know what to do, and you can't live without him.
- b. Don't worry. I'm sure it's not true. He loves you.
- c. You're feeling very insecure because your relationship was never very strong.
- d. You're very afraid that your boyfriend may still have feelings for his old girlfriend and you're afraid you'll lose him.**

**31. According to research, about what percent of each day does the average person spend listening?**

- a. 45%**
- b. 65%
- c. 75%
- d. 95%

**32. What is the last step in the listening process?**

- a. Selecting
- b. Remembering
- c. Responding**
- d. Understanding

**33. Which step in the listening process involves focusing on a particular sound or message?**

- a. Remembering
- b. Understanding
- c. Selecting
- d. Attending**

34. Which step in the listening process involves assigning meaning to messages?
- Attending
  - Selecting
  - Responding
  - Understanding**
35. There is new evidence to suggest that ----- listeners are more likely to be skeptical when listening to information.
- action-oriented**
  - content-oriented
  - time-oriented
  - people-oriented
36. The self-absorbed listener is primarily focused on-----.
- Connecting with the speaker
  - Their own needs**
  - The idea being communicated by others
  - Waiting patiently for the speaker to finish
37. Which listening barrier occurs when the coarse language of the speaker offends a listener?
- External noise
  - Emotional noise**
  - Being self-absorbed
  - Criticizing the speaker
38. The fear of misunderstanding others is called -----.
- Listener apprehension**
  - Emotional noise
  - physical noise
  - information overload
39. The tendency of a self-absorbed listener to require the conversation to focus on them is called-----.
- Conversational narcissism**
  - Communication domination
  - Conversational monopoly
  - Emotional noise
40. The average person speaks at what rate?
- 75 words per minute**

- b. 100 words per minute
- c. 125 words per minute**
- d. 150 words per minute

**41. We have the ability to process approximately how many words of speech per minute?**

- a. 800-1000 words per minute
- b. 600-800 words per minute**
- c. 200-400 words per minute
- d. 400-600 words per minute

**42. Which of the following is the best definition of empathy?**

- a. Feeling sorry for another
- b. Feeling sympathy for another
- c. Feeling that you want to help another
- d. Feeling what someone else is feeling**

**43. Active listening involves responding in what three ways?**

- a. Emotionally, mentally, and verbally
- b. Mentally, verbally, and non-verbally**
- c. Content, feelings, and thoughts
- d. Emotionally, mentally, and spiritually

**44. A statement that causes someone to value him or herself less is called a-----.**

- a. Clarifying response
- b. Confirming response
- c. disconfirming response**
- d. direct acknowledgement

**45. Which of the following is not a disconfirming response?**

- a. Irrelevant response
- b. Impersonal response
- c. narcissistic response**
- d. tangential response

**46. Body language can make or break a speech.**

- a. True**
- b. False

**47. Which of these is the study and classification of speech sounds?**

- a. Gestures
- b. Speech style



- c. **Phonetics**
- d. Spoof

48. **Which of these is not an element of the speaking technique?**

- a. Voice quality
- b. Word stress
- c. **Appearance**
- d. Correct tones

49. **Which of these means giving emphasis to a syllable?**

- a. Voice quality
- b. **Word stress**
- c. Tone
- d. Message

50. **Which of these factors is not involved in the determination of correct tone?**

- a. Pitch
- b. **Dressing style**
- c. Quality
- d. Strength

51. **Which of these is not a type of tone?**

- a. Urgent tone
- b. Serious tone
- c. Restrained tone
- d. **Jumping tone**

52. **Which of these tones represent thoughtfulness?**

- a. **Serious tone**
- b. Urgent tone
- c. Happy tone
- d. Outraged tone

53. **Which of these tones is an unemotional tone?**

- a. Happy tone

- b. Outraged tone
- c. **Restrained tone**
- d. Humorous tone

54. Which of these tones is used to express contentment?

- a. Serious tone
- b. **Happy tone**
- c. Outraged tone
- d. Urgent tone

55. Formal speaking has casual approach to something.

- a. True
- b. **False**

56. Teaching and learning is a journey from-----

- a. Concrete to abstract
- b. **Simple to complex**
- c. Known to unknown
- d. **All the above**

57. The method of teaching English adopted at present in school curriculum is-----

- a. Formative Correlation Approach
- b. **Functional Communicative Approach**
- c. Function Corrective Approach
- d. Figurative Comprehensive Approach

58. FCA is in opposition to-----.

- a. **Structural Approach**
- b. Comprehensive Approach
- c. Translation and Grammar Method
- d. Functional Approach

59. Communicative Language Teaching replaced basically-----.

- a. Natural Language Processing
- b. **Structural Teaching**

- c. Situational Language Teaching
- d. Motivational Teaching

**60. Direct Method is also known as-----.**

- a. **Natural Method**
- b. Indirect Approach
- c. Inductive Approach
- d. All the above

**61. Grammar-Translation Method stresses on-----.**

- a. **Accuracy**
- b. Fluency
- c. Appropriateness
- d. Listening skill

**62. Grammar-Translation Method is basically used to teach-----.**

- a. Grammar
- b. Foreign language
- c. Rules of any language usage
- d. **Classical language**

**63. The objective of Direct Method is-----.**

- a. To increase power of comprehension
- b. To increase communicative power
- c. **To develop a command over the target language**
- d. To develop personality

**64. Grammar-Translation Method does not-----.**

- a. Encourage learning through mother tongue
- b. Give importance to grammar
- c. **Enhance a student's communicative skill**
- d. Enable the student too use the language fluently

**65. Traditional method goes against the-----.**

- a. Prescriptive grammar
- b. Simulation
- c. **Pedagogic principles**
- d. Generalization

**66. The incidental or Correlative Method is known as-----.**

- a. Inductive
- b. Deductive

- c. Structural
- d. **Reference method**

**67. Journey from example to generalization is-----.**

- a. **Inductive**
- b. Deductive
- c. Incidental
- d. All the above

**68. Inductive method proceeds from-----.**

- a. Heavy materials to light ones
- b. Known to unknown
- c. Simple to complex
- d. **Both b & c**

**69. Deductive method proceeds from-----.**

- a. **Law and rule to observation**
- b. Observation
- c. Generalization to specification
- d. Examples and illustrations

**70. One of the principles of materials preparation for language learning is that-----.**

- a. Complex material should be chosen
- b. **Grading of materials should be done**
- c. Any kind of material can be chosen
- d. A small amount of material should be introduced

**71. Correct pronunciation of individual sound is related to-----.**

- a. **Accuracy**
- b. Fluency
- c. Both accuracy and fluency
- d. Neither accuracy nor fluency

**72. Language acquisition occurs only when-----.**

- a. The child is taught the rules of grammar
- b. The child is given a reward
- c. **The child has exposure to the language**
- d. The child absorbs the language without conscious attention

**73. When a child is asked to recite a poem, it can help the teacher to test-----.**

- a. Knowledge of literature
- b. **Proficiency of speaking**

- c. Acting talent
  - d. **Comprehension**
74. The structure 'he goes to school' is often produced by learners due to-----.
- a. Failure of intelligence
  - b. Mother tongue interference
  - c. **Overgeneralization of rules**
  - d. Wrong teaching
75. For teaching grammar, the best grammar that a teacher can use is-----.
- a. Traditional grammar
  - b. Modern grammar
  - c. **Pedagogic grammar**
  - d. No grammar is needed
76. A test of listening comprehension is a test of-----.
- a. **Receptive skill**
  - b. Productive skill
  - c. Hearing skill
  - d. Phonology
77. Organization of arguments and ideas in paragraphs is an important aspect of-----.
- a. **Writing essays**
  - b. Writing memos
  - c. Writing stories
  - d. Writing personal letters
78. 'Brain storming' means-----.
- a. **To collect all kinds of ideas on a topic**
  - b. To do some mental exercise
  - c. To make efforts to understand something
  - d. To give some kind of stimulus to the brain
79. 'Interactive' listening is-----.
- a. **Listening and responding**
  - b. Listening for mood and tone
  - c. Listening for word stress and emphasis
  - d. Listening for finding out speaker's attitude
80. Which of the following is an incorrect assumption in language teaching?
- a. Learners acquire language by trying to use it in real situations
  - b. Learners' first language plays an important role in learning
  - c. Language teaching should have a focus in communicative activities

d. **Language teaching should give importance to writing rather than speech**

**81. Reading skill can be developed best by-----.**

- a. Writing answers to questions on text
- b. Focusing on the use of words from context in the text**
- c. Doing vocabulary exercises
- d. Doing quizzes and playing word games

**82. Mother tongue influence can be effectively minimized in the classroom by-----.**

- a. Using the mother tongue more often
- b. Giving examples from the mother tongue
- c. Giving a lot of exposure in the target language
- d. Giving inputs from the target language in a simple, graded manner**

**83. Practice of grammatical structures in a controlled manner can be done by-----.**

- a. Correcting wrong sentences produced by learners
- b. Gap-filling grammar exercises**
- c. Writing paragraphs and essays
- d. Explaining the use of particular structures

**84. A test which is administered at the end of a language course is-----.**

- a. Diagnostic test**
- b. Placement test
- c. Achievement test
- d. Memory test

**85. Study of meaning in a language is known as-----.**

- a. Syntax**
- b. Semantics
- c. Morphology
- d. Linguistics

**86. During the interview, the interviewer is assessing-----.**

- a. Your taste in music
- b. What kind of vehicle you drive
- c. Your ability to fit in to their organization**
- d. Your resume

**87. What are the three basic types of interviews discussed in this chapter?**

- a. Referral, screening and selection**
- b. Telephone, Referral, and screening
- c. Screening, Referral, and networking

- d. Referral, group and screening
- 88. What type of interview will a department head or supervisor most likely conduct?**
- a. Telephone
  - b. Referral
  - c. Screening
  - a. **Selection**
- 89. Which form of interviewing is used quite often today as a first interview?**
- a. Directed
  - b. Telephone**
  - c. Unstructured
  - d. Stress
- 90. Which of the following is the most appropriate to wear to an interview?**
- a. Business casual
  - b. Dressy
  - c. Bright coloured and modern style
  - d. Professional style**
- 91. Good grooming for interviews includes-----.**
- a. Gold or silver ornaments
  - b. Perfume or cologne
  - c. Polished shoes**
  - d. A name tag
- 92. Video conferencing interviews -----.**
- a. Are not used often.
  - b. Are more expensive because of the equipments.
  - c. Can be cost efficient for employers when interviewing out of town candidate.**
  - d. Are used in 90 percent of first interviews.
- 93. The group interview is -----.**
- a. Never used.
  - b. A growing trend.**
  - c. Used only by new companies.
  - d. All of the above
- 94. Panel interviews are-----.**
- a. Not used often.
  - b. More expensive for the companies.
  - c. Always used.
  - d. Challenging.**

**95. Interviews are conversations with -----.**

- a. fun
- b. purpose**
- c. friendliness
- d. informality

**96. A job interview is a formal meeting between a job seeker and an employer.**

- a. True**
- b. False

**97. Which of these is not a type of interview?**

- a. Screening interview
- b. Stress interview
- c. Music interview**
- d. Lunch interview

**98. Which kind of interview includes a process in which the employability of the job applicant is evaluated?**

- a. Stress interview
- b. Screening interview**
- c. Group interview
- d. Behavioural interview

**99. In which of these interviews, insults are common?**

- a. Screening interview
- b. Stress interview**
- c. Behavioural interview
- d. Group interview

**100. In which of these, more than one candidate is interviewed?**

- a. The behavioural interview
- b. The stress interview
- c. The group interview**
- d. The audition



**101. Conversation differs from other forms of oral communication with respect to its-----.**

- a) Purpose
- b) Technique
- c) Structure
- d) Informality**

**102. Public speaking is addressing a gathering.**

- a) True
- b) False**

**103. Public speaking is only verbal activity.**

- a) True
- b) False**

**104. Which of these should be avoided for an effective speech?**

- a) Determination of the purpose
- b) Selection of message
- c) Lack of interest**
- d) Selection of theme

**105. Which of these factors is not required to determine the purpose of speech?**

- a) Providing information
- b) Discouragement
- c) Accepting ideas**
- d) Entertainment

**106. Which of these ingredients is not required for selection of theme?**

- a) Planning

b) **Disorganization**

c) Preparation

d) Organization

**107. Which of these should be avoided for an effective speech?**

a) Planning of speech

b) Preparation of speech

c) **Long sentences**

d) Organization

**108. Which of these should be avoided during the delivery of a speech?**

a) Confidence

b) Clarity

c) Pauses

d) **Rudeness**

**109. Which of these is not a type of public speech?**

a) Short speech

b) Informal speech

c) **Written speech**

d) Professional speech

**110. What is the maximum time for a short speech?**

a) **Ten minutes**

b) Thirty minutes

c) Forty- five minutes

d) One hour

**111. Which of these does not come under short speech?**

- a) Introducing dignitaries
- b) **Presenting reports**
- c) Giving a briefing
- d) Presenting an award

**112. Which of these is not a type of means of speech delivery?**

- a) Reading
- b) Memorization
- c) **Scolding**
- d) Impromptu

**113. Causes of dysfunctional speech anxiety include**

- a. excessive self-confidence
- b. **catastrophizing**
- c. giving a speech to an audience that is in agreement with you
- d. none of the above

**114. The communication orientation is**

- a. **an effective method of managing speech anxiety that counteracts a performance orientation**
- b. the use of coping statements to manage speech anxiety
- c. the incremental exposure to increasingly threatening stimuli to manage anxiety
- d. both a & b

**115. An audience that gathers voluntarily to hear a speaker because listeners care about issues and ideas is a \_\_\_\_\_ audience**

- a. captive
- b. contrary
- c. concerned**
- d. casual

**116. A component of a specific purpose statement includes which of the following?**

- a. The overall goal of your speech
- b. An infinitive phrase that is complex**
- c. The use of flowery language such as metaphors
- d. All of the above

**117. Extemporaneous speaking is a form of delivering a speech that**

- a. uses a manuscript
- b. uses an outline**
- c. is off-the-cuff using no notes or manuscript
- d. none of the above

**118. Feature stories resemble fictional short stories in that they**

- a. use description, sensory details, quotations, anecdotes, personification and other story-telling devices.**

- b. do not have to be factual.
- c. are based largely on the writer's imagination.
- d. do not have to be balanced in their treatment of controversial issues.

**119. Reporters get ideas for feature stories by being**

- a. detached and unemotional.
- b. rigid and dogmatic.
- c. **curious and observant.**
- d. diligent and unimaginative.

**120. The concept of universal needs can help feature writers because**

- a. it is a good way of identifying topics for tear-jerker stories.
- b. **people are interested in things they have in common with others.**
- c. the satisfaction of such needs has profound political implications.
- d. it is an easy way to get sex into a story.

**121. Unlike straight news stories, feature stories**

- a. Are always written in the third person.
- b. **may be written in the first or second person.**
- c. Are always written in the first person.
- d. Are never written in the second person.

**122. The only requirement for a lead for a feature story is that it**

**a. interest readers and lure them into the story.**

b. be a summary lead.

c. include at least one quotation.

d. present a question the rest of the story will answer.

**123. . The body of a feature story must be constructed so that**

**a. the facts fit together smoothly and logically.**

b. every conceivable detail is included.

c. the information is arranged in descending order of newsworthiness.

d. the information is arranged in ascending order of newsworthiness.

**124. Feature story writers should avoid ending their stories with**

a. an anecdote.

b. a quotation.

**c. a summary.**

d. some detail that evokes the lead.

**125. Which of the following is NOT one of the attributes of feature stories?**

a. They amuse, entertain, inspire and stimulate readers.

b. They use novelistic elements to dramatize a story's theme.

c. They usually are less timely than straight news stories.

**d. They are written to a single formula.**

**126. Feature stories are journalism, but they are also a form of creative writing and can even have fictional elements in them.**

- a. True
- b. False**

**127. Features are often editorials.**

- a. True
- b. False**

**128. The only requirement for the lead of a feature story is that it creates tension.**

- a. True
- b. False**

**129. Feature stories end with a summary.**

- a. True
- b. False**

**130. Profiles commemorate important events.**

- a. True
- b. False**

**131. Editors and news directors often assign feature stories about seasons and holidays.**

- a. True**
- b. False

**132. Interviews are conversations with \_\_\_\_\_**

- a) fun
- b) purpose
- c) friendliness
- d) informality

**133. A job interview is a formal meeting between a job seeker and an employer.**

- a) **True**
- b) False

**134. All job interviews have the same objective.**

- a) **True**
- b) False

**135. Which of these is not a type of interview?**

- a) Screening interview
- b) Stress interview
- c) **Music interview**
- d) Lunch interview

**136. Which kind of interview includes a process in which the employability of the job applicant is evaluated?**

- a) Stress interview
- b) **Screening interview**



- c) Group interview
- d) Behavioural interview

**137. How many styles are used in a screening interview?**

- a) **Two**
- b) Five
- c) Three
- d) Four

**138. In which of these interviews, insults are common?**

- a) Screening interview
- b) **Stress interview**
- c) Behavioural interview
- d) Group interview

**139. Which of these interviews is adapted for computer programmers?**

- a) The stress interview
- b) The group interview
- c) The screening interview
- d) **The audition**

**140. In which of these, more than one candidate is interviewed?**

- a) The behavioural interview
- b) The stress interview
- c) **The group interview**
- d) The audition

**141. Which of these interviews is taken for a candidate far away?**

- a) Lunch interview
- b) Telephone**
- c) Stress interview
- d) Group interview

**142. During the interview, the interviewer is assessin**

- a) Taste in music.
- b) What kind of vehicle you drive.
- C) Your ability to fit in to their organization.**
- d) Your resum

**143. What are the three basic types of interviews discussed in this chapter**

- A)Referral, screening, and selection**
- b)Telephone, referral, and screening
- c)Screening, referral, and networking
- d)Referral, group, and screening

**144. What type of interview will a department head or supervisor most likely conduct?**

- a) Screening
- b) Referral
- c) Telephone
- d) Selection**

**145. Which form of interviewing is used quite often today as a first interview?**

- a) Directed
- b) **Telephone**
- c) Unstructured
- d) Stress

**146. Which of the following is the most appropriate to wear to an interview**

- a) Business casual
- b) Dressy
- c) Bright coloured and modern style
- d) **Professional style**

**147. Good grooming for interviews include**

- a) Gold or silver jewellery.
- b) Perfume or cologne.
- c) **Polished shoes.**
- d) A name tag.

**148. Video conferencing interview**

- a) Are not used often.
- b) Are more expensive because of the equipment.
- c) **Can be cost efficient for employers when interviewing out-of-town candidates.**
- d) Are used in 90 percent of first interviews.

**149. The group interview is**

- a) Never used.
- b) **A growing trend.**

- c) Used only by new companies.
- d) All of the above

**150. Panel interviews**

- a) Are not used often.
- b) Are more expensive for the company.
- c) Are always used.
- d) Are chinterviewing**

**151. Which of the following makes qualitative interviewing distinct from structured interviewing?**

- a) The procedure is less standardized
- b) “Rambling” off the topic is not a problem
- c) The researcher seeks rich, detailed answers
- d) All of the above**







