

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

Class: TYBA

Subject: AEC: Developing Communication Skills (Comp. English)

Semester: V

- **Answer the following questions, choosing from the options given below.**
- 1. -----is a vehicle through which, we share our emotions, ideas, thoughts and motives.
 - a. **Language**
 - b. Mind
 - c. Gesture
 - d. Body
- 2. -----is as important as food, clothes and shelter.
 - a. Car
 - b. **Language**
 - c. Book
 - d. Publicity
- 3. **How many modes of communication are there?**
 - a. One
 - b. **Two**
 - c. Three
 - d. Four
- 4. **Now a days, smart modes of communication are-----.**
 - a. Internet and E-mail
 - b. Teleconference and Telex
 - c. Voice-mail and Smart mobiles
 - d. **All of the above**
- 5. **The clear and effective writing reflects-----thinking of a sender and receiver.**
 - a. **clear and effective**
 - b. ambiguous
 - c. vague
 - d. none of the above
- 6. **How many types of letters are there?**
 - a. Two
 - b. **Three**
 - c. Four
 - d. Five
- 7. **Personal letters are written to-----.**
 - a. **Friends and relatives**
 - b. Firms, companies, shop-keepers, etc.
 - c. Public organizations, High institutes, Managements, etc.
 - d. All of the above
- 8. **Social letter comprises-----.**

- a. Letter of Invitation
- b. Letter of Congratulation
- c. Letter of Condolence
- d. All of the above**

9. Business letters are written to-----.

- a. Firms and Companies
- b. Shop-keepers and Professional groups
- c. Suppliers and Customers
- d. All of the above**

10. What should be the tone of the Official Letter?

- a. Formal**
- b. Semi-formal
- c. Informal
- d. None of the above

11. What should be the tone of the Business Letter?

- e. Formal**
- f. Semi-formal
- g. Informal
- h. None of the above

12. The tone of Personal Letter use to be-----.

- a. Formal
- b. Semi-formal
- c. Informal**
- d. None of the above

13. The tone of Social Letter use to be-----.

- e. Formal
- f. Semi-formal**
- g. Informal
- h. None of the above

14. How many compulsory steps which we find in any type of letter?

- a. Four
- b. Five
- c. Six
- d. Seven**

15. Which is the third compulsory step of writing any kind of letter?

- a. Sender's address
- b. Receiver's address**
- c. Date
- d. Salutation or greeting

16. Which is the second compulsory step of writing any kind of letter?

- a. Sender's address
- b. Receiver's address

- c. **Date**
 - d. Salutation or greeting
- 17. Which is the fourth compulsory step of writing any kind of letter?**
- a. Sender's address
 - b. Receiver's address
 - c. Date
 - d. **Salutation or greeting**
- 18. Which is the first compulsory step of writing any kind of letter?**
- a. **Sender's address**
 - b. Receiver's address
 - c. Date
 - d. Salutation or greeting
- 19. The polite ending of a letter is also known as-----.**
- a. Leave taking or signature
 - b. **Complementary close**
 - c. Salutation
 - d. None of the above
- 20. In letter writing, the receiver's address is also known as-----.**
- a. Sender's address
 - b. **Inside address**
 - c. Firm's address
 - d. School's address
- 21. Formal letters should be based on**
- a. **Factual information**
 - b. Fictitious information
 - c. General information
 - d. All of the above
- 22. -----deals with the impersonal, official or public matters.**
- a. Air-way correspondence
 - b. Road-way correspondence
 - c. Water-way correspondence
 - d. **Business correspondence**
- 23. In writing application, '-----' is also known as 'Resume' or 'Curriculum vitae'.**
- a. Body of the letter
 - b. **Bio-data**
 - c. Complementary close
 - d. Salutation
- 24. Goodwill letter is also known as-----.**
- a. **Social letter**
 - b. Application letter
 - c. Business correspondence
 - d. All of the above

25. Any kind of notice is generally written in -----tone.
- Informal
 - Semi-formal
 - Formal**
 - All of the above
26. Any kind of notice should be written in-----language.
- Simple and formal**
 - Complex and formal
 - Simple and informal
 - Complex and semi-formal
27. Notice always gives-----and to-the-point information.
- Fictitious
 - Factual**
 - General
 - All of the above
28. Which of the following options is the first thing mentioned in a notice?
- Date
 - Notice
 - Name of the organization**
 - Notice details
29. Where is the date mentioned in a Notice?
- At the top of the left hand side
 - At the top of the right hand side**
 - At the bottom of the left hand side
 - At the bottom of the right hand side
30. What is the main information being communicated through an agenda?
- Date and venue of the meeting
 - Name of the chairman along with the name of the institute
 - Topics for discussion and time allotment for each topic
 - All of the above**
31. Which of the following details are not mentioned in minutes?
- Venue of the meeting
 - Date of the meeting
 - Name of the chairman
 - Age of the chairman**
32. What are the essential tips to draft an agenda of a meeting?
- Name of Association/Organization/Unit/Group and the date of its circulation
 - Day, date, time, place or venue of the meeting
 - The topics or items to be discussed during meeting and signature of Secretary
 - All of the above**

- 33. What do you mean by Minutes of a Meeting?**
- a. **The record of official discussion held in the meeting**
 - b. Minute to minute counting of the meeting
 - c. The record of the Association or organization
 - d. None of the above
- 34. Whose duty is this to write the minutes of the meeting?**
- a. The chairman of the Association or organization
 - b. The vice-chairman of the Association or organization
 - c. **The secretary of the Association or organization**
 - d. The senior clerk of the Association or organization
- 35. Minutes of a Meeting are an official document which is considered as the-----document.**
- a. **Authentic**
 - b. Unauthentic
 - c. Common
 - d. General
- 36. How should be the documentation of the Minutes of a Meeting?**
- a. Well-formed and concise
 - b. Accurate and clear
 - c. Neat and systematic
 - d. **All of the above**
- 37. Advertisements are necessary for business industry to----- and sell their products.**
- a. Demote
 - b. **Promote**
 - c. To make it silent
 - d. None of the above
- 38. Today, it is impossible to believe anyone for not having influenced by any-----while buying any product from the market.**
- a. **Advertisement**
 - b. Establishment
 - c. Encouragement
 - d. Engagement
- 39. Every -----in the market has its story which is presented through the advertisement emphasizing the qualities.**
- a. Character
 - b. **Product**
 - c. Picture
 - d. All of the above
- 40. The market value of any product today is no doubt depends on-----.**
- a. The quantity of the product
 - b. The quality of the product
 - c. **The advertisement of the product**

- d. All of the above
- 41. What are the common sources of advertisements today?**
- a. Television and radio
 - b. Newspapers and internet
 - c. Facebook, YouTube, and Mobile apps
 - d. All of the above**
- 42. An advertisement is kind of public notice asking for or offering facilities, services of buying and selling of -----.**
- a. Property
 - b. Goods and products
 - c. Merchandise
 - d. All of the above**
- 43. How many major types of advertisement are there?**
- a. Two**
 - b. Three
 - c. Four
 - d. Five
- 44. Where do the Classified advertisements normally appear?**
- a. In the columns of newspapers
 - b. In the magazines
 - c. In the pamphlets
 - d. All of the above**
- 45. The classified advertisements are about sale of properties like-----.**
- a. Plots, houses, and estates
 - b. Matrimonies
 - c. Packages
 - d. All of the above**
- 46. What things are necessary to draft the Classified advertisements?**
- a. It should have factual language, having no designs or any specific layout
 - b. It should be written or drafted in a simple, formal and to the point
 - c. It should be comprehensive in presentation
 - d. All of the above**
- 47. Commercial advertisements are prepared for -----.**
- a. Commercial purpose**
 - b. Individual purpose
 - c. Family purpose
 - d. Company purpose
- 48. What is the purpose of the advertisers in terms of the sale of products at a larger scale?**
- a. The growth of business**
 - b. The growth of individuals
 - c. The growth of their income
 - d. The growth of the country

- 49. What does it make more attractive to the commercial advertisements?**
- a. Pictures
 - b. Punch lines
 - c. Phrases, slogans, and short expressions
 - d. All of the above**
- 50. Which is not one of the key features of the commercial advertisement?**
- a. It has clear and imprecise details of the product advertised.**
 - b. It has clear and precise details of the product advertised.
 - c. Informal and colloquial use of language.
 - d. Use of figurative language especially- alliteration, pun, simile, parallelism, and metaphors.
- 51. Which is not one of the types of classified advertisement?**
- a. Ads of steel, cement, building materials
 - b. Ads of sale automobiles like bikes, cars, and bicycles
 - c. Ads of jobs, placements, offers, and services**
 - d. Ads on TV, Newspapers about commodities and cosmetics
- 52. What is summarizing?**
- a. It is one of the language skills**
 - b. It is one of the business skills
 - c. It is one of the professional skills
 - d. It is one of the individual skills
- 53. What does it mean to summarize?**
- a. To get to the point**
 - b. To get strength
 - c. To get backing
 - d. To get an event
- 54. What can we summarize in our life?**
- a. A classroom lecture or an essay
 - b. A news article or a movie
 - c. A historic event or a scientific process
 - d. All of the above**
- 55. What does Summarizing require?**
- a. Active playing
 - b. Going to Gym everyday
 - c. Active reading and listening**
 - d. Active writing
- 56. Summarizing is -----used to obtain the essential part of an original source.**
- a. A tool
 - b. A technique**
 - c. A source
 - d. A language

57. Which is not one of the features of summarizing?

- a. A summary contains only the main and the supporting ideas of a passage.
- b. A summary is always shorter than the original text.
- c. A summary is always long than the original text.**
- d. A summary is based primarily on main ideas.

58. What should be understood while summarizing?

- a. The length of the article
- b. The pages of the article
- c. Identify the main ideas**
- d. Identify the main chapter

59. What is summary?

- a. It is a short retelling of a longer written passage.**
- b. It is a short telling of a longer written passage.
- c. It is a long retelling of a longer written passage.
- d. All of the above

60. Summarizing helps to improve both-----.

- a. Writing and listing skills
- b. Reading and writing skills**
- c. Listening and writing skills
- d. Speaking and listening skills

61. What does it require to a good summary writing?

- a. Careful attention to the meaning and shape of the entire text.**
- b. Casual attention to the meaning and shape of the entire text.
- c. Carefree attention to the meaning and shape of the entire text.
- d. None of the above

62. A summary always helps to understand -----.

- a. The major direction of the original text.
- b. The main points of the original text.
- c. The overall shape of the original text.
- d. All of the above**

63. What does it need to write an effective summary?

- a. To separate the material into concise, coherent sentences and paragraphs.
- b. To combine the material into concise, coherent sentences and paragraphs.**
- c. To combine the material into concise, incoherent sentences and paragraphs.
- d. To separate the material into concise, incoherent sentences and paragraphs.

64. How many techniques play a vital role in summarizing?

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

- 65. Which is not three of the techniques to play a vital role in summarizing?**
- a. Selection and deletion
 - b. Selection and contamination**
 - c. Note taking
 - d. Miniaturizing
- 66. What does it need to write a summary?**
- a. To identify important material by underlining, circling or highlighting the point
 - b. To look for key words to identify those that express major statements
 - c. To cross out digressions, repetitions and nonessential information
 - d. All of the above**
- 67. What does taking notes reveal on the original text?**
- a. Logical ideas in the whole piece**
 - b. Illogical ideas in the whole piece
 - c. General ideas in the whole piece
 - d. All of the above
- 68. How many types of summaries are there?**
- a. Two**
 - b. Three
 - c. Four
 - d. Five
- 69. What does informative summary adopt?**
- a. The tone of the original full text
 - b. Presenting the information
 - c. having shorter form
 - d. All of the above**
- 70. What does descriptive summary adopt?**
- a. A more distant perspective
 - b. Describing the original text
 - c. Presenting the information
 - d. All of the above**
- 71. What are the helpful tips for writing a summary?**
- a. Read the text carefully until the meaning or main idea of the passage is clear
 - b. Find the topic of the summary or the main purpose of the author
 - c. Decide whether the summary will be informative or descriptive
 - d. All of the above**
- 72. The act of reading a text is -----.**
- a. An unending and interactive process
 - b. A complex and interactive process**
 - c. A simple and interactive process
 - d. An everlasting process

- 73. Comprehension simply means “-----”.**
- a. Suppression
 - b. Depression
 - c. Understanding**
 - d. Compression
- 74. What are the basic skills required for reading comprehension?**
- a. Ability to understand the meaning of a word from discourse context
 - b. Knowing meaning of words
 - c. Ability to identify the main thought of a passage
 - d. All of the above**
- 75. Expansion of an idea is essential for inculcating-----in the readers.**
- a. Vices
 - b. Values**
 - c. Dislikes
 - d. Hates
- 76. The activity of expansion of an idea invites a person to-----.**
- a. Dance
 - b. Think**
 - c. Demand
 - d. Sleep
- 77. Expansion of an idea is necessary to inculcate and-----the age-old knowledge.**
- a. Disseminate**
 - b. Withhold
 - c. Keep secret
 - d. Hide
- 78. Those who want to be a good communicator must be a good -----.**
- a. Leader
 - b. Student
 - c. Story teller**
 - d. Reader
- 79. Punctuations are very important in the -----form of the communication.**
- a. Speaking
 - b. Writing**
 - c. Listening
 - d. Reading
- 80. What are the common punctuation marks in English?**
- a. Capital letters, full stops, and question marks
 - b. Commas, colon, and semi-colon
 - c. Exclamation marks and quotation marks
 - d. All of the above**

- 81. Punctuation marks are necessary symbols in a language to accent, -----our written speech.**
- a. Emphasize
 - b. Focus
 - c. mark or stress
 - d. **All of the above**
- 82. What is it that gives information that comes after it and tells the reader that something is coming?**
- a. A comma (,)
 - b. An exclamation mark (!)
 - c. **A colon (:)**
 - d. A semi-colon (;)
- 83. What is it that joins different ideas in a sentence or separates items in a series?**
- a. The ellipsis (...)
 - b. **The comma (,)**
 - c. Full stop (.)
 - d. Exclamation mark (!)
- 84. What is it that shows the end of a sentence?**
- a. The ellipsis (...)
 - b. The comma (,)
 - c. **Full stop (.)**
 - d. Exclamation mark (!)
- 85. What is it that connects two complete sentences that are related?**
- a. A comma (,)
 - b. **A semi-colon (;)**
 - c. A colon (:)
 - d. Hyphen (-)
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