

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

- **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**



