

GUJARAT TECHNOLOGICAL UNIVERSITY

Diploma Engineering – SEMESTER – 1(CtoD) New – EXAMINATION – Winter-2022

Subject Code: C4300002**Date: 28-02-2023****Subject Name: Communication Skills in English****Time: 10:30 AM TO 12:00 PM****Total Marks: 70****Instructions:**

1. Attempt all questions.
2. Make Suitable assumptions wherever necessary.
3. Figures to the right indicate full marks.
4. Use of programmable & Communication aids are strictly prohibited.
5. Use of non-programmable scientific calculator is permitted.
6. English version is authentic.

No. Question Text and Option.

_____ is what connects us all.

1. A. Local B. Language
C. Communication D. Costume

Communication is the activity or _____ of exchanging ideas and feelings or giving people information.

2. A. Process B. Plan
C. Draft D. Product

Communication is a part of _____ skills.

3. A. Hard B. Rough
C. Short D. Soft

Communication involves several steps and at least _____ persons.

4. A. One B. Two
C. Three D. Four

The person who transmits the message is called _____.

5. A. Channel B. Receiver
C. Sender D. Response

Letter, e-mail, telephone are examples of _____.

6. A. Feedback B. Channel
C. Ideation D. Encoding

When your pet dog comes to you wagging its tail as soon as you return home is an example of _____.

7. A. Extrapersonal communication B. Intrapersonal Communication
C. Interpersonal communication D. Mass communication

In _____ flow of communication, communication from a person with senior authority to a person with junior authority takes place.

8. A. Grapevine B. Crosswise
C. Downward D. Upward

The factors that make communication slow or ineffective are called _____.

9. A. Carriers B. Barriers
C. Serials D. Interceptors

Proxemics means the study of _____.

10. A. Time B. Place
C. Distance D. Language

11. Mr. Sharma is an NRI. _____ is currently living in Canada. (Enter suitable pronoun)

- A. She
C. We
- B. They
D. He

Virat _____ cricket every Sunday. (Apply suitable verb)

12. A. plays
C. sings
- B. takes
D. visits

A smart girl was dancing quickly. (Identify the Adverb)

13. A. Smart
C. Quickly
- B. Girl
D. Dancing

Hurrah!, Alas!, Wow!, Great! – these words expressing strong feeling or emotion are called _____.

14. A. Noun
C. Verb
- B. Pronoun
D. Interjection

Sumit lives _____ Delhi. (Enter suitable Preposition)

15. A. between
C. into
- B. in
D. at

Vande Bharat Express, India's first semi-high speed train, runs _____ Gandhinagar and Mumba. (Choose suitable Preposition)

16. A. From
C. Between
- B. Among
D. Into

I was very tired, _____ I could not go out with my friends. (Insert proper conjunction.)

17. A. or
C. because
- B. therefore
D. otherwise

This is the book _____ I bought yesterday. (Insert proper conjunction.)

18. A. which
C. when
- B. who
D. where

Do you know the reason _____ Elon Musk fired top Twitter executives. (Insert proper conjunction.)

19. A. when
C. since
- B. why
D. for

_____ you work sincerely, you will not get promotion. (Insert proper conjunction.)

20. A. If
C. Since
- B. Because
D. Unless

I have been waiting here _____ half an hour. (Insert proper Preposition.)

21. A. to
C. since
- B. for
D. from

_____ India has won the cricket match! (Insert proper Interjection.)

22. A. Ouch!
C. Oh no!
- B. Alas!
D. Wow!

Sssh. Don't make a noise. The baby _____. (Choose appropriate form of the verb)

23. A. had slept
C. sleeps
- B. is sleeping
D. was sleeping

Ridham _____ healthy juices every day. (Choose appropriate form of the verb)

24. A. drinks
C. drink
- B. drank
D. drunk

India _____ independent since 1947. (Choose appropriate form of the verb)

25. A. have been
C. was
- B. has been
D. had been

Virat Kohli _____ a century in the last match. (Choose appropriate form of the verb)

26. A. will score
B. will be scoring

- C. has scored D. scored
Hello Shweta, I _____not _____ you since ages. How are you? (Choose appropriate form of the verb)
27. A. Have/seen B. Am/seeing
C. Do/ see D. Had/seen
When I called him, he _____ TV. (Choose appropriate form of the verb)
28. A. Is watching B. Has been watching
C. Had watched D. Was watching
When they reached the airport, the flight _____ already _____. (Choose appropriate form of the verb)
29. A. Had/ taken off B. Have/taken off
C. Has/taken off D. Will/take off
Anil _____ climb up the tree when he lived in the village. (Choose appropriate modal auxiliary)
30. A. could B. can
C. may D. might
_____ you pass the exam with flying colours! (Choose appropriate modal auxiliary)
31. A. Will B. May
C. Might D. Should
Rinkal _____ go to the zoo next Sunday. (Choose appropriate modal auxiliary)
32. A. will B. can
C. need to D. ought to
You _____ start saving money if you want to retire early. (Choose appropriate modal auxiliary)
33. A. can B. will
C. should D. must
The colour of the walls _____ really extraordinary. (Choose appropriate form of the verb)
34. A. are B. is
C. were D. has
Identify the 'Subject' in this sentence: Rohit is playing chess.
35. A. is B. playing
C. Rohit D. chess
Identify the sentence pattern: Akshara came suddenly.
36. A. S+V+A B. S+V+O
C. S+V D. S+V+C
Identify the sentence pattern: Sony runs a successful business.
37. A. S+V B. S+V+O
C. S+V+A D. S+V+C
The location of the story 'The Leopard' is near _____ .
38. A. Dehradun B. Shimla
C. Mussoorie D. Manali
The author first saw the leopard when _____ .
39. A. he was climbing Pari Tibba. B. he was crossing the stream.
C. it was killed by the shikaris. D. it was resting under the shade of a tree.
The author was living in the _____ below which was a forest of oak and maple and Himalayan rhododendron.
40. A. cottage B. palace
C. bungalow D. flat
"There was room in the world for a mountain lion and me." is the line of a poem written by _____.
41. A. T.E. Lawrence B. D.H.Lawrence
C. T.S.Eliot D. Wallce Stevens

_____ was a regular visitor of the stream.

42. A. Barking deer B. Bear
C. Red fox D. Spotted Forktail
In *After Twenty Years*, where was the man standing?
43. A. Near departmental store B. Near grocery store
C. Near hardware store D. Near roadside eatery
What was the name of the restaurant were Jimmy and Bob last met?
44. A. Kentucky Fried Chicken B. Macdonald
C. Starbucks D. Big Joe Brady's
What did the tall man hand over to Bob?
45. A. A note B. a bag
C. A book D. A gift hamper
After Twenty Years is a _____.
46. A. poem B. letter
C. short story D. satire
Choose the correct pair from the following.
47. A. *After Twenty Years* – G.B.Shaw B. *Stopping by Woods on Snowy Evening*
– Robert Frost
C. *Where the Mind is without Fear* D. *The Leopard* – Rabindranath Tagore
– Ruskin Bond
Where did the poet stop?
48. A. Between the woods and frozen B. Between the meadow and the hill.
lake.
C. Near the dam site. D. On the riverfront.
The woods are lovely, dark and _____.
49. A. steep B. deep
C. sweet D. dim
The woods belonged to _____.
50. A. The man who lives in the town. B. The man who lives in the village.
C. The man who lives abroad. D. The man who died recently.
“He gives his harness bells a shake.” Who is ‘he’?
51. A. The horse B. The owner of the woods
C. The author D. The oxen
Tagore wants to see his countrymen to be _____.
52. A. selfish B. coward
C. bold D. enslaved
Who is ‘father’ in the poem *Where the Mind is without Fear*?
53. A. Death B. God
C. Anger D. Envy
The ‘narrow domestic walls’ mean?
54. A. Ideas which are petty and B. Ideas which are sublime and patriotic.
narrow-minded.
C. Ideas which are novel and D. Ideas which are short-lived.
innovative.
What is meant by “mind without fear and head is held high”?
55. A. To be proud of one’s high B. To be fearless and self-respecting.
position.
C. To be careless. D. To have an attitude of superiority and
contempt.
The country referred to in the poem *Where the Mind is without Fear* is _____?
56. A. Germany B. The USA
C. China D. India
57. What goes into the "To" section/box/field of an Email?

- A. Recipient's email id
- B. Sender's email id
- C. Subject title
- D. Salutation

_____ is a way of sending emails to multiple people without them knowing who else is receiving the email.

- 58. A. Carbon Copy
- B. Anonymous Copy
- C. Blind Carbon Copy
- D. Draft Copy

What keyboard character does an Email address always contain?

- 59. A. #
- B. @
- C. &
- D. \$

What is e-mail?

- 60. A. Method of exchanging messages via mechanical devices.
- B. Method of exchanging messages via electronic devices.
- C. Method of exchanging messages via musical devices
- D. Method of exchanging messages via medical devices

Which of these is correct email address?

- 61. A. info@gtu.ac.in
- B. Info.gtu.ac.in
- C. INFO@GTU.AC.IN
- D. info.gtu@ac.in

The most important and informative words are written in the beginning of _____.

- 62. A. Salutation
- B. Main body
- C. Subject line
- D. Attachments

For people you are unfamiliar with or do not know the names of the recipient, _____ is used as Salutation in an email.

- 63. A. Dear Sir
- B. To Whom It May Concern
- C. Dear Madam
- D. Respected Sir

A written request for information, advice, names, directions is called?

- 64. A. Inquiry Letter
- B. Sales Letter
- C. Complaint Letter
- D. Adjustment Letter

A written communication used to raise your concerns with a product, service or to address other types of grievances is called _____.

- 65. A. Adjustment Letter
- B. Reply Letter
- C. Order Letter
- D. Complaint Letter

You recently ordered something online, but you have not yet received the product you bought and paid for. What type of letter/email would you write to the company?

- 66. A. Letter of Thanks
- B. Letter of Appreciation
- C. Complaint Letter
- D. Inquiry Letter

A formal letter of _____ is sent in response to a formal inquiry by an individual, organization, or government body.

- 67. A. Sales
- B. Reply
- C. Order
- D. Adjustment

“Query Regarding the Missing Information in the Document” is an example of a good _____.

- 68. A. Body of the mail
- B. Signature Line
- C. Closing Statement
- D. Subject Line

The language used in formal emails should be _____, clear, and formal.

- 69. A. professional
- B. unprofessional
- C. offensive
- D. defensive

_____ refers to any additional documents that you've attached to your letter.

- 70. A. Disclaimer
- B. Enclosure
- C. Bid
- D. Notice
