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Question Paper Version : B

First Semester B.E./B.Tech. Degree Examination, Dec.2025/Jan.2026
Communication Skills

Time: 1 hr.

Max. Marks: 50

INSTRUCTIONS TO THE CANDIDATES

1. Answer all the **fifty** questions, each question carries one mark.
2. Use only **Black ball point pen** for writing / darkening the circles.
3. **For each question, after selecting your answer, darken the appropriate circle corresponding to the same question number on the OMR sheet.**
4. Darkening two circles for the same question makes the answer invalid.
5. **Damaging/overwriting, using whiteners** on the **OMR** sheets are strictly prohibited.

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1. Said to him, "Who are you?"
 a) I enquired of him who he was b) I enquired who I was
 c) I enquired him who was he d) I enquired of him who I was
 2. What is a major challenge for students in rural areas when accessing digital resources?
 a) Too many books in the library
 b) Poor internet connectivity and lack of devices
 c) High cost of printing physical copies
 d) Difficulty using shelves
 3. Which of the following is a popular online grammar-checking tool that also offers plagiarism detection?
 a) Canva b) Grammarly c) Photoshop d) Trello
 4. Posting confidential company data on social media without permission violates which principle of netiquette?
 a) Respect for privacy b) Respect for diversity
 c) Avoiding spam d) Using proper grammar
 5. Which of the following is NOT an advantage of online communication?
 a) Connects people across geographies b) Cost savings on travel and logistics
 c) Guarantees no misinterpretation of tone d) Supports multimedia and collaboration
 6. Why is using ALLCAPS in online communication discouraged?
 a) It uses too much data b) It is difficult to read
 c) It is considered shouting or aggressive d) It is informal

7. Which of these tools supports both synchronous and asynchronous communication?
a) Whats App b) Google Docs c) Email d) Forum
8. A company wants to create a permanent discussion space where employees can post suggestions anytime and HR can respond later. Which tool is MOST appropriate?
a) Zoom b) Slack video call c) Email thread d) Discussion forum
9. Which of the following is asynchronous communication tool?
a) Moodle Forum b) Zoom Webinar c) Email d) Linked in Group
10. What is the function of using a quote(“ ”) around a search phrase?
a) Highlight key words in results b) Search for synonyms
c) Search for an exact – match of the phrase d) Exclude the phrase from results
11. What does “Communicative English” refer to?
a) Fluent reading skills
b) Ability to write essays
c) Effective use of English for communication
d) Learning English vocabulary
12. Why is English important for global interaction?
a) It’s a universal language for business b) It’s a native language in most countries
c) It’s the easiest language to learn d) It has a simple grammar
13. Non-verbal communication does not include
a) Gestures b) Posture c) Silence d) Words
14. What does the term ‘communication’ refer to?
a) Conveying information only
b) Conveying feelings and emotions
c) Conveying information, ideas, thoughts, and more
d) Nonverbal communication only
15. An employee sends a suggestion about improving a process directly to the CEO. This is an example of :
a) Downward communication b) Horizontal communication
c) Diagonal communication d) Upward communication
16. Which of the following is a psychological barrier to effective communication?
a) Background noise b) Lack of attention
c) Limited vocabulary d) Technical jargon
17. She is still a _____.
a) bachelor b) spinster c) female bachelor d) bacheloress
18. Chronemics refers to :
a) Use of physical touch b) Study of time in communication
c) Facial expressions d) Writing style and structure

19. What is one of the most common mistakes among new English learners related to pronunciation?
- a) Vocabulary usage
 - b) Punctuation errors
 - c) Misuse of prepositions
 - d) Mispronunciation
20. What is the syllabic structure of the word “dictionary”?
- a) CVC-V-CVC
 - b) VC-CVC
 - c) V-CV-CV-CV
 - d) CVC-CVC-VCV
21. Telephone interviews are often used as :
- a) The final stage of the hiring process
 - b) A casual conversation with HR
 - c) A screening step before face – to – face interviews
 - d) A group discussion replacement
22. In a formal job interview, which of the following greetings is most appropriate?
- a) Hey, what’s up?
 - b) Good morning, Sir/Madam
 - c) Hi buddy!
 - d) Yo, how’s it going?
23. For a fresher, the ideal length of a resume is :
- a) 3-4 pages
 - b) 2-3 pages
 - c) 1 page
 - d) 5 pages
24. Which of these is a common mistake in resume?
- a) Using action verbs
 - b) Tailoring a resume for each job
 - c) Including irrelevant details
 - d) Highlighting measurable achievements
25. Primary requirements for an interview are
- a) A good cover letter and updated Curriculum Vitae
 - b) Wearing formal attire
 - c) Knowledge about the company
 - d) All of these
26. Fill in the blank with the correct modal auxiliary verb : “You ----wear a helmet while riding a bike.”
- a) may
 - b) must
 - c) could
 - d) might
27. Which modal auxiliary verb best fits in the given sentence? “Employees -- submit their Reports before Friday.”
- a) should
 - b) may
 - c) might
 - d) can
28. Which of the following best defines plagiarism?
- a) Using open – access materials from the internet
 - b) Using someone else’s ideas or words without giving credit
 - c) Writing your own ideas in your own words
 - d) Quoting a source with proper citation
29. Which of the following is NOT a benefit of mock interviews?
- a) Boosting confidence
 - b) Receiving constructive feedback
 - c) Learning how to answer common interview questions
 - d) Ensuring you are hired by the company

30. A good mock interview should include :
- Realistic interview questions
 - Feedback on verbal and non-verbal communication
 - Time management practice
 - All of these
31. When responding to an email, what is considered best practice?
- Reply as soon as possible, preferably 24 hours
 - Wait at least a week before replying
 - Only respond if you agree with the content
 - Forward the email to others before replying
32. Which among these should not be present in a formal letter?
- The name of the firm
 - The date
 - Business jargon
 - Courteous leave - taking
33. What is the main purpose of a concluding sentence?
- Introduce a new idea
 - Summarize the paragraph and provide closure
 - Confuse the reader
 - Make the paragraph
34. Which of the following is not a type of paragraph?
- Descriptive
 - Bibliographic
 - Narrative
 - Argumentative
35. Which tool can assist in proof reading but should not be fully relied upon?
- Dictionary
 - Spell check / Grammar check software
 - Thesaurus
 - Notebook
36. Which of the following is a non-Wh question?
- Where are you going?
 - Why is she late?
 - Do you like coffee?
 - What is your name?
37. Identify the grammatical error in the sentence :
"He don't know the answer"
- Spelling error
 - Subject – verb agreement error
 - Punctuation error
 - Word choice error
38. I should be ___ the paper then
- reading
 - read
 - readed
 - red
39. The correct form of reported speech of-She said him, "What did you say?"
- She asked him what he said
 - She asked him what he had said
 - She asked him what he say
 - She asked him what did you say
40. Identify the correct question tag:
"You are a student, ___?"
- Are you
 - aren't you
 - is you
 - isn't you

Ver - B - 5 of 5