

CBCS SCHEME

1BENG106

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Question Paper Version : C

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. When responding to an email, what is considered best practice?
 - a) Reply as soon as possible, preferably 24 hours
 - b) Wait at least a week before replying
 - c) Only respond if you agree with the content
 - d) Forward the email to others before replying
 2. Which among these should not be present in a formal letter?
 - a) The name of the firm
 - b) The date
 - c) Business jargon
 - d) Courteous leave - taking
 3. What is the main purpose of a concluding sentence?
 - a) Introduce a new idea
 - b) Summarize the paragraph and provide closure
 - c) Confuse the reader
 - d) Make the paragraph
 4. Which of the following is not a type of paragraph?
 - a) Descriptive
 - b) Bibliographic
 - c) Narrative
 - d) Argumentative
 5. Which tool can assist in proof reading but should not be fully relied upon?
 - a) Dictionary
 - b) Spell check / Grammar check software
 - c) Thesaurus
 - d) Notebook
 6. Which of the following is a non-Wh question?
 - a) Where are you going?
 - b) Why is she late?
 - c) Do you like coffee?
 - d) What is your name?

18. 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
19. 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
20. A good mock interview should include :
- a) Realistic interview questions
 - b) Feedback on verbal and non-verbal communication
 - c) Time management practice
 - d) All of these
21. 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
22. 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
23. Which of the following is a popular online grammar-checking tool that also offers plagiarism detection?
- a) Canva
 - b) Grammarly
 - c) Photoshop
 - d) Trello
24. 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
25. 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
26. 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
27. Which of these tools supports both synchronous and asynchronous communication?
- a) WhatsApp
 - b) Google Docs
 - c) Email
 - d) Forum
28. 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

29. Which of the following is asynchronous communication tool?
 a) Moodle Forum b) Zoom Webinar c) Email d) Linked in Group
30. 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
31. Which of these qualities is important in a group discussion?
 a) Hostility b) Aggressiveness
 c) Emotional stability d) Ignorance
32. Which of the following is most essential in delivering an effective PEP Talk?
 a) Use of complex vocabulary b) Clear and inspiring message
 c) Lengthy explanations d) Reading directly from notes
33. Which of the following words belongs to technical vocabulary in engineering?
 a) Algorithm b) Happiness c) Beautiful d) Quickly
34. In a group discussion, we should be _____.
 a) Assertive b) Dominating c) Subjective d) Ignorant
35. A presentation is a form of oral communication in which a person shares factual information with a _____ audience.
 a) Mixed b) Large c) Specific d) Small
36. When using scanning to read an achiever's interview, the reader should :
 a) Look for the general mood of the passage
 b) Read slowly and carefully for each sentence
 c) Search for specific details such as dates, achievements or quotes
 d) Summarize the entire text in their own words
37. To select the content of presentation, you should know :
 a) The available material b) Your time limit
 c) The audience's needs d) Your purpose
38. Identify the sentence pattern: "She reads books."
 a) S + V b) S + V + O c) S + V + IO + DO d) S + V + C
39. What is the correct sequence when writing a short biography based on reflections?
 a) Achievements → Death → Early life → Advice
 b) Earlylife → Education → Career / achievements → Reflections/advice
 c) Advice → Earlylife → Achievements → Education
 d) Career → Earlylife → Reflections → Education
40. Choose the sentence that follows the pattern S+V+C (Subject + Verb + Complement) :
 a) He wrote a letter b) She is a doctor
 c) The boy kicked the ball d) They offered him a job

41. 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
42. 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
43. Non-verbal communication does not include
 a) Gestures
 b) Posture
 c) Silence
 d) Words
44. 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
45. 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
46. Which of the following is a psychological barrier to effective communication?
 a) Background noise
 b) Lack of attention
 c) Limited vocabulary
 d) Technical jargon
47. She is still a _____.
 a) bachelor
 b) spinster
 c) female bachelor
 d) bacheloress
48. Chronemics refers to :
 a) Use of physical touch
 b) Study of time in communication
 c) Facial expressions
 d) Writing style and structure
49. 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
50. 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

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