

USN

--	--	--	--	--	--	--	--	--	--

Question Paper Version : A

First/Second Semester B.E./B.Tech. Degree Examination, June/July 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.**

1. Standing too close to a colleague during a discussion may create discomfort due to poor use of:

a) Chronemics

c) Kinesics

b) Proxemics

d) Paralanguage
2. Arriving late to a professional meeting shows lack of awareness of:

a) Proxemics

c) Phonemics

b) Chronemics

d) Semantics
3. “The report was submitted on time” is an example of:

a) Simple sentence

c) Passive voice

b) Active voice

d) Compound sentence
4. Why is English important for global interaction?

a) It's a universal language for business.

c) It's the easiest language to learn.

b) It's a native language in most countries.

d) It has a simple grammar structure.
5. Non-verbal communication does not include

a) Gestures

c) Silence

b) Posture

d) Words
6. Which of the following is a psychological barrier to effective communication?

a) Background noise

c) Limited vocabulary

b) Lack of attention

d) Technical jargon

7. Chronemics refers to:
a) Use of physical touch
b) Study of time in communication
c) Facial expressions
d) Writing style and structure
8. Rising and falling voice patterns while speaking mainly refer to:
a) Accent
b) Intonation
c) Rhythm
d) Pitch
9. Which element ensures communication is complete?
a) Encoding
b) Sender
c) Feedback
d) Channel
10. Which of these qualities is important in a group discussion?
a) Hostility
b) Aggressiveness
c) Emotional stability
d) Ignorance
11. 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
12. What is the correct sequence when writing a short biography based on reflections?
a) Achievements → Death → Early life → Advice
b) Early life → Education → Career/achievements → Reflections/advice
c) Advice → Early life → Achievements → Education
d) Career → Early life → Reflections → Education
13. 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.
14. You really hit the nail _____ in your speech.
a) In your head
b) Over the head
c) Above the head
d) On the head
15. Introducing yourself confidently during campus recruitment reflects skill in:
a) Reading
b) Writing
c) Speaking
d) Proofreading
16. 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
17. Identify the correct question tag: "You are a student, _____?"
a) are you
b) aren't you
c) is you
d) isn't you

18. A role-play where an employee handles a dissatisfied client mainly develops:
a) Memorization
b) Interpersonal communication
c) Grammar accuracy
d) Vocabulary recall
19. Participating in a group discussion requires mainly:
a) Speaking continuously
b) Listening and responding logically
c) Dominating others
d) Memorizing facts
20. Understanding idioms like “break the ice” helps in:
a) Literal translation
b) Vocabulary development
c) Grammar correction
d) Pronunciation practice
21. Writing a formal enquiry letter requires primarily:
a) Informal tone
b) Polite and structured language
c) Emotional expressions
d) Slang
22. Replying late to professional emails mainly affects:
a) Grammar
b) Digital etiquette
c) Vocabulary
d) Accent
23. Writing a paragraph that argues for renewable energy is an example of:
a) Narrative writing
b) Descriptive writing
c) Argumentative writing
d) Story writing
24. Blog writing mainly encourages:
a) Rigid structure
b) Personal voice with clarity
c) Formal reporting
d) Technical documentation
25. 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?
26. The correct form of reported speech of - She said him, “What did you say?”
a) She asked him what he said
b) She asked him what he had said
c) She asked him what he say
d) She asked him what did you say.
27. I Shall be _____ the paper then.
a) reading
b) read
c) readed
d) red
28. The correct form of reported speech of - She said him, “What did you say?”
a) She asked him what he said
b) She asked him what he had said
c) She asked him what he say
d) She asked him what did you say.
29. Using quotation marks in a search engine helps to:
a) Find synonyms
b) Exclude words
c) Search exact phrases
d) Translate text

30. Identify the correct tense: "She ____ working here since 2020."
a) is
b) was
c) has been
d) had been
31. Discussion forums are examples of:
a) Synchronous communication
b) Asynchronous communication
c) Face-to-face communication
d) Formal interviews
32. Tools like Grammarly primarily help in:
a) Content creation
b) Grammar and clarity checking
c) Voice modulation
d) Plagiarism creation
33. 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.
34. 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
35. Which of these tools supports both synchronous and asynchronous communication?
a) WhatsApp
b) Google Docs
c) Email
d) Forum
36. Which is an example of non-verbal communication?
a) Email
b) Telephone call
c) Facial expression
d) Letter
37. Digital literacy means:
a) Ability to type fast
b) Ability to use digital tools responsibly
c) Using social media
d) Watching online videos
38. A major problem in handling digital resources is:
a) Easy storage
b) Quick sharing
c) Copyright infringement
d) Availability
39. A good social media etiquette includes:
a) Sharing fake news
b) Checking facts before posting
c) Commenting aggressively
d) Ignoring privacy settings
40. Online communication reduces:
a) Written records
b) Geographical barriers
c) Digital dependency
d) Screen time

41. 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 the above
42. For a fresher, the ideal length of a resume is:
a) 3–4 pages
b) 2–3 pages
c) 1 page
d) 5 pages
43. Which of the following words belongs to technical vocabulary in engineering?
a) Algorithm
b) Happiness
c) Beautiful
d) Quickly
44. Maintaining eye contact during interviews reflects:
a) Nervousness
b) Non-verbal confidence
c) Aggression
d) Informality
45. A well-structured resume mainly improves:
a) Pronunciation
b) First impression
c) Writing speed
d) Grammar rules
46. Modal verbs like should and must express:
a) Time
b) Obligation and advice
c) Condition
d) Voice
47. Language used in job interviews generally follows which tone?
a) Informal
b) Casual
c) Emotional
d) Formal and professional
48. Which document gives detailed information about an organization's mission and activities?
a) Resume
b) Job application
c) SOP
d) Company profile
49. Modal verbs are commonly used to express:
a) Sentence length
b) Vocabulary meaning
c) Ability, permission and obligation
d) Punctuation rules
50. Which listening material is commonly used to improve comprehension of professional communication?
a) News headlines
b) Story books
c) TED Talks
d) Comic strips

* * * * *

VTU-03-07-2026 08:50:48am

VC - VC - VC - VC - VC - VC - VC - VC - VC - VC

VTU-03-07-2026 08:00am

VC - VC - VC - VC - VC - VC - VC - VC - VC - VC

07-2026 09:02:22am

VC - VC - VC - VC - VC - VC - VC - VC - VC - VC

VC - VC - VC - VC

03-07-2026 09:02:22am

VC - VC - VC - VC

VC - VC - VC - VC -
03-07-2026 09:02:22
VC - VC - VC - VC - VC - VC

USN

--	--	--	--	--	--	--	--	--	--

Question Paper Version : B

First/Second Semester B.E./B.Tech. Degree Examination, June/July 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.**

-
1. 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 the above
 2. For a fresher, the ideal length of a resume is:
 - a) 3–4 pages
 - b) 2–3 pages
 - c) 1 page
 - d) 5 pages
 3. Which of the following words belongs to technical vocabulary in engineering?
 - a) Algorithm
 - b) Happiness
 - c) Beautiful
 - d) Quickly
 4. Maintaining eye contact during interviews reflects:
 - a) Nervousness
 - b) Non-verbal confidence
 - c) Aggression
 - d) Informality
 5. A well-structured resume mainly improves:
 - a) Pronunciation
 - b) First impression
 - c) Writing speed
 - d) Grammar rules
 6. Modal verbs like should and must express:
 - a) Time
 - b) Obligation and advice
 - c) Condition
 - d) Voice

7. Language used in job interviews generally follows which tone?
 - a) Informal
 - b) Casual
 - c) Emotional
 - d) Formal and professional
8. Which document gives detailed information about an organization's mission and activities?
 - a) Resume
 - b) Job application
 - c) SOP
 - d) Company profile
9. Modal verbs are commonly used to express:
 - a) Sentence length
 - b) Vocabulary meaning
 - c) Ability, permission and obligation
 - d) Punctuation rules
10. Which listening material is commonly used to improve comprehension of professional communication?
 - a) News headlines
 - b) Story books
 - c) TED Talks
 - d) Comic strips
11. Discussion forums are examples of:
 - a) Synchronous communication
 - b) Asynchronous communication
 - c) Face-to-face communication
 - d) Formal interviews
12. Tools like Grammarly primarily help in:
 - a) Content creation
 - b) Grammar and clarity checking
 - c) Voice modulation
 - d) Plagiarism creation
13. 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.
14. 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
15. Which of these tools supports both synchronous and asynchronous communication?
 - a) WhatsApp
 - b) Google Docs
 - c) Email
 - d) Forum
16. Which is an example of non-verbal communication?
 - a) Email
 - b) Telephone call
 - c) Facial expression
 - d) Letter
17. Digital literacy means:
 - a) Ability to type fast
 - b) Ability to use digital tools responsibly
 - c) Using social media
 - d) Watching online videos

18. A major problem in handling digital resources is:
a) Easy storage
b) Quick sharing
c) Copyright infringement
d) Availability
19. A good social media etiquette includes:
a) Sharing fake news
b) Checking facts before posting
c) Commenting aggressively
d) Ignoring privacy settings
20. Online communication reduces:
a) Written records
b) Geographical barriers
c) Digital dependency
d) Screen time
21. 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
22. What is the correct sequence when writing a short biography based on reflections?
a) Achievements → Death → Early life → Advice
b) Early life → Education → Career/achievements → Reflections/advice
c) Advice → Early life → Achievements → Education
d) Career → Early life → Reflections → Education
23. 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.
24. You really hit the nail _____ in your speech.
a) In your head
b) Over the head
c) Above the head
d) On the head
25. Introducing yourself confidently during campus recruitment reflects skill in:
a) Reading
b) Writing
c) Speaking
d) Proofreading
26. 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
27. Identify the correct question tag: "You are a student, _____?"
a) are you
b) aren't you
c) is you
d) isn't you
28. A role-play where an employee handles a dissatisfied client mainly develops:
a) Memorization
b) Interpersonal communication
c) Grammar accuracy
d) Vocabulary recall

29. Participating in a group discussion requires mainly:
- a) Speaking continuously
 - b) Listening and responding logically
 - c) Dominating others
 - d) Memorizing facts
30. Understanding idioms like “break the ice” helps in:
- a) Literal translation
 - b) Vocabulary development
 - c) Grammar correction
 - d) Pronunciation practice
31. Standing too close to a colleague during a discussion may create discomfort due to poor use of:
- a) Chronemics
 - b) Proxemics
 - c) Kinesics
 - d) Paralanguage
32. Arriving late to a professional meeting shows lack of awareness of:
- a) Proxemics
 - b) Chronemics
 - c) Phonemics
 - d) Semantics
33. “The report was submitted on time” is an example of:
- a) Simple sentence
 - b) Active voice
 - c) Passive voice
 - d) Compound sentence
34. 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 structure.
35. Non-verbal communication does not include
- a) Gestures
 - b) Posture
 - c) Silence
 - d) Words
36. Which of the following is a psychological barrier to effective communication?
- a) Background noise
 - b) Lack of attention
 - c) Limited vocabulary
 - d) Technical jargon
37. Chronemics refers to:
- a) Use of physical touch
 - b) Study of time in communication
 - c) Facial expressions
 - d) Writing style and structure
38. Rising and falling voice patterns while speaking mainly refer to:
- a) Accent
 - b) Intonation
 - c) Rhythm
 - d) Pitch
39. Which element ensures communication is complete?
- a) Encoding
 - b) Sender
 - c) Feedback
 - d) Channel
40. Which of these qualities is important in a group discussion?
- a) Hostility
 - b) Aggressiveness
 - c) Emotional stability
 - d) Ignorance

41. Writing a formal enquiry letter requires primarily:
a) Informal tone
b) Polite and structured language
c) Emotional expressions
d) Slang
42. Replying late to professional emails mainly affects:
a) Grammar
b) Digital etiquette
c) Vocabulary
d) Accent
43. Writing a paragraph that argues for renewable energy is an example of:
a) Narrative writing
b) Descriptive writing
c) Argumentative writing
d) Story writing
44. Blog writing mainly encourages:
a) Rigid structure
b) Personal voice with clarity
c) Formal reporting
d) Technical documentation
45. 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?
46. The correct form of reported speech of - She said him, "What did you say?"
a) She asked him what he said
b) She asked him what he had said
c) She asked him what he say
d) She asked him what did you say.
47. I Shall be _____ the paper then.
a) reading
b) read
c) readed
d) red
48. The correct form of reported speech of - She said him, "What did you say?"
a) She asked him what he said
b) She asked him what he had said
c) She asked him what he say
d) She asked him what did you say.
49. Using quotation marks in a search engine helps to:
a) Find synonyms
b) Exclude words
c) Search exact phrases
d) Translate text
50. Identify the correct tense: "She ____ working here since 2020."
a) is
b) was
c) has been
d) had been

* * * * *

CBGS SCHEME

1BENG106/206

USN

--	--	--	--	--	--	--	--	--	--

Question Paper Version : C

First/Second Semester B.E./B.Tech. Degree Examination, June/July 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.**

-
1. Discussion forums are examples of:
a) Synchronous communication
b) Asynchronous communication
c) Face-to-face communication
d) Formal interviews
 2. Tools like Grammarly primarily help in:
a) Content creation
b) Grammar and clarity checking
c) Voice modulation
d) Plagiarism creation
 3. 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.
 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 these tools supports both synchronous and asynchronous communication?
a) WhatsApp
b) Google Docs
c) Email
d) Forum

6. Which is an example of non-verbal communication?
a) Email
b) Telephone call
c) Facial expression
d) Letter
7. Digital literacy means:
a) Ability to type fast
b) Ability to use digital tools responsibly
c) Using social media
d) Watching online videos
8. A major problem in handling digital resources is:
a) Easy storage
b) Quick sharing
c) Copyright infringement
d) Availability
9. A good social media etiquette includes:
a) Sharing fake news
b) Checking facts before posting
c) Commenting aggressively
d) Ignoring privacy settings
10. Online communication reduces:
a) Written records
b) Geographical barriers
c) Digital dependency
d) Screen time
11. Standing too close to a colleague during a discussion may create discomfort due to poor use of:
a) Chronemics
b) Proxemics
c) Kinesics
d) Paralanguage
12. Arriving late to a professional meeting shows lack of awareness of:
a) Proxemics
b) Chronemics
c) Phonemics
d) Semantics
13. "The report was submitted on time" is an example of:
a) Simple sentence
b) Active voice
c) Passive voice
d) Compound sentence
14. 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 structure.
15. Non-verbal communication does not include
a) Gestures
b) Posture
c) Silence
d) Words
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. Chronemics refers to:
a) Use of physical touch
b) Study of time in communication
c) Facial expressions
d) Writing style and structure

18. Rising and falling voice patterns while speaking mainly refer to:
a) Accent
b) Intonation
c) Rhythm
d) Pitch
19. Which element ensures communication is complete?
a) Encoding
b) Sender
c) Feedback
d) Channel
20. Which of these qualities is important in a group discussion?
a) Hostility
b) Aggressiveness
c) Emotional stability
d) Ignorance
21. 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 the above
22. For a fresher, the ideal length of a resume is:
a) 3–4 pages
b) 2–3 pages
c) 1 page
d) 5 pages
23. Which of the following words belongs to technical vocabulary in engineering?
a) Algorithm
b) Happiness
c) Beautiful
d) Quickly
24. Maintaining eye contact during interviews reflects:
a) Nervousness
b) Non-verbal confidence
c) Aggression
d) Informality
25. A well-structured resume mainly improves:
a) Pronunciation
b) First impression
c) Writing speed
d) Grammar rules
26. Modal verbs like should and must express:
a) Time
b) Obligation and advice
c) Condition
d) Voice
27. Language used in job interviews generally follows which tone?
a) Informal
b) Casual
c) Emotional
d) Formal and professional
28. Which document gives detailed information about an organization's mission and activities?
a) Resume
b) Job application
c) SOP
d) Company profile
29. Modal verbs are commonly used to express:
a) Sentence length
b) Vocabulary meaning
c) Ability, permission and obligation
d) Punctuation rules

30. Which listening material is commonly used to improve comprehension of professional communication?
a) News headlines
b) Story books
c) TED Talks
d) Comic strips
31. Writing a formal enquiry letter requires primarily:
a) Informal tone
b) Polite and structured language
c) Emotional expressions
d) Slang
32. Replying late to professional emails mainly affects:
a) Grammar
b) Digital etiquette
c) Vocabulary
d) Accent
33. Writing a paragraph that argues for renewable energy is an example of:
a) Narrative writing
b) Descriptive writing
c) Argumentative writing
d) Story writing
34. Blog writing mainly encourages:
a) Rigid structure
b) Personal voice with clarity
c) Formal reporting
d) Technical documentation
35. 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?
36. The correct form of reported speech of - She said him, "What did you say?"
a) She asked him what he said
b) She asked him what he had said
c) She asked him what he say
d) She asked him what did you say.
37. I Shall be _____ the paper then.
a) reading
b) read
c) readed
d) red
38. The correct form of reported speech of - She said him, "What did you say?"
a) She asked him what he said
b) She asked him what he had said
c) She asked him what he say
d) She asked him what did you say.
39. Using quotation marks in a search engine helps to:
a) Find synonyms
b) Exclude words
c) Search exact phrases
d) Translate text
40. Identify the correct tense: "She _____ working here since 2020."
a) is
b) was
c) has been
d) had been

41. When using scanning to read an achiever's interview, the reader should:
- Look for the general mood of the passage
 - Read slowly and carefully for each sentence
 - Search for specific details such as dates, achievements, or quotes
 - Summarize the entire text in their own words
42. What is the correct sequence when writing a short biography based on reflections?
- Achievements → Death → Early life → Advice
 - Early life → Education → Career/achievements → Reflections/advice
 - Advice → Early life → Achievements → Education
 - Career → Early life → Reflections → Education
43. Choose the sentence that follows the pattern S + V + C (Subject + Verb + Complement):
- He wrote a letter.
 - She is a doctor.
 - The boy kicked the ball.
 - They offered him a job.
44. You really hit the nail _____ in your speech.
- In your head
 - Over the head
 - Above the head
 - On the head
45. Introducing yourself confidently during campus recruitment reflects skill in:
- Reading
 - Writing
 - Speaking
 - Proofreading
46. 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
47. Identify the correct question tag: "You are a student, _____?"
- are you
 - aren't you
 - is you
 - isn't you
48. A role-play where an employee handles a dissatisfied client mainly develops:
- Memorization
 - Interpersonal communication
 - Grammar accuracy
 - Vocabulary recall
49. Participating in a group discussion requires mainly:
- Speaking continuously
 - Listening and responding logically
 - Dominating others
 - Memorizing facts
50. Understanding idioms like "break the ice" helps in:
- Literal translation
 - Vocabulary development
 - Grammar correction
 - Pronunciation practice

* * * * *

CBGS SCHEME

1BENG106/206

USN

--	--	--	--	--	--	--	--	--	--

Question Paper Version : D

First/Second Semester B.E./B.Tech. Degree Examination, June/July 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.

-
1. Writing a formal enquiry letter requires primarily:
a) Informal tone
b) Polite and structured language
c) Emotional expressions
d) Slang
 2. Replying late to professional emails mainly affects:
a) Grammar
b) Digital etiquette
c) Vocabulary
d) Accent
 3. Writing a paragraph that argues for renewable energy is an example of:
a) Narrative writing
b) Descriptive writing
c) Argumentative writing
d) Story writing
 4. Blog writing mainly encourages:
a) Rigid structure
b) Personal voice with clarity
c) Formal reporting
d) Technical documentation
 5. 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?
 6. The correct form of reported speech of - She said him, "What did you say?"
a) She asked him what he said
b) She asked him what he had said
c) She asked him what he say
d) She asked him what did you say.

7. I Shall be _____ the paper then.
a) reading
b) read
c) readed
d) red
8. The correct form of reported speech of - She said him, "What did you say?"
a) She asked him what he said
b) She asked him what he had said
c) She asked him what he say
d) She asked him what did you say.
9. Using quotation marks in a search engine helps to:
a) Find synonyms
b) Exclude words
c) Search exact phrases
d) Translate text
10. Identify the correct tense: "She _____ working here since 2020."
a) is
b) was
c) has been
d) had been
11. 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 the above
12. For a fresher, the ideal length of a resume is:
a) 3–4 pages
b) 2–3 pages
c) 1 page
d) 5 pages
13. Which of the following words belongs to technical vocabulary in engineering?
a) Algorithm
b) Happiness
c) Beautiful
d) Quickly
14. Maintaining eye contact during interviews reflects:
a) Nervousness
b) Non-verbal confidence
c) Aggression
d) Informality
15. A well-structured resume mainly improves:
a) Pronunciation
b) First impression
c) Writing speed
d) Grammar rules
16. Modal verbs like should and must express:
a) Time
b) Obligation and advice
c) Condition
d) Voice
17. Language used in job interviews generally follows which tone?
a) Informal
b) Casual
c) Emotional
d) Formal and professional
18. Which document gives detailed information about an organization's mission and activities?
a) Resume
b) Job application
c) SOP
d) Company profile

19. Modal verbs are commonly used to express:
- a) Sentence length
 - b) Vocabulary meaning
 - c) Ability, permission and obligation
 - d) Punctuation rules
20. Which listening material is commonly used to improve comprehension of professional communication?
- a) News headlines
 - b) Story books
 - c) TED Talks
 - d) Comic strips
21. Discussion forums are examples of:
- a) Synchronous communication
 - b) Asynchronous communication
 - c) Face-to-face communication
 - d) Formal interviews
22. Tools like Grammarly primarily help in:
- a) Content creation
 - b) Grammar and clarity checking
 - c) Voice modulation
 - d) Plagiarism creation
23. 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.
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 these tools supports both synchronous and asynchronous communication?
- a) WhatsApp
 - b) Google Docs
 - c) Email
 - d) Forum
26. Which is an example of non-verbal communication?
- a) Email
 - b) Telephone call
 - c) Facial expression
 - d) Letter
27. Digital literacy means:
- a) Ability to type fast
 - b) Ability to use digital tools responsibly
 - c) Using social media
 - d) Watching online videos
28. A major problem in handling digital resources is:
- a) Easy storage
 - b) Quick sharing
 - c) Copyright infringement
 - d) Availability
29. A good social media etiquette includes:
- a) Sharing fake news
 - b) Checking facts before posting
 - c) Commenting aggressively
 - d) Ignoring privacy settings

30. Online communication reduces:
- a) Written records
 - b) Geographical barriers
 - c) Digital dependency
 - d) Screen time
31. 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
32. What is the correct sequence when writing a short biography based on reflections?
- a) Achievements → Death → Early life → Advice
 - b) Early life → Education → Career/achievements → Reflections/advice
 - c) Advice → Early life → Achievements → Education
 - d) Career → Early life → Reflections → Education
33. 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.
34. You really hit the nail _____ in your speech.
- a) In your head
 - b) Over the head
 - c) Above the head
 - d) On the head
35. Introducing yourself confidently during campus recruitment reflects skill in:
- a) Reading
 - b) Writing
 - c) Speaking
 - d) Proofreading
36. 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
37. Identify the correct question tag: "You are a student, _____?"
- a) are you
 - b) aren't you
 - c) is you
 - d) isn't you
38. A role-play where an employee handles a dissatisfied client mainly develops:
- a) Memorization
 - b) Interpersonal communication
 - c) Grammar accuracy
 - d) Vocabulary recall
39. Participating in a group discussion requires mainly:
- a) Speaking continuously
 - b) Listening and responding logically
 - c) Dominating others
 - d) Memorizing facts
40. Understanding idioms like "break the ice" helps in:
- a) Literal translation
 - b) Vocabulary development
 - c) Grammar correction
 - d) Pronunciation practice

41. Standing too close to a colleague during a discussion may create discomfort due to poor use of:
 - a) Chronemics
 - b) Proxemics
 - c) Kinesics
 - d) Paralanguage
42. Arriving late to a professional meeting shows lack of awareness of:
 - a) Proxemics
 - b) Chronemics
 - c) Phonemics
 - d) Semantics
43. "The report was submitted on time" is an example of:
 - a) Simple sentence
 - b) Active voice
 - c) Passive voice
 - d) Compound sentence
44. 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 structure.
45. Non-verbal communication does not include
 - a) Gestures
 - b) Posture
 - c) Silence
 - d) Words
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. Chronemics refers to:
 - a) Use of physical touch
 - b) Study of time in communication
 - c) Facial expressions
 - d) Writing style and structure
48. Rising and falling voice patterns while speaking mainly refer to:
 - a) Accent
 - b) Intonation
 - c) Rhythm
 - d) Pitch
49. Which element ensures communication is complete?
 - a) Encoding
 - b) Sender
 - c) Feedback
 - d) Channel
50. Which of these qualities is important in a group discussion?
 - a) Hostility
 - b) Aggressiveness
 - c) Emotional stability
 - d) Ignorance

* * * * *

