

University of Mumbai
Examination 2020 under cluster (RGIT)

Program: First Year Engineering

Curriculum Scheme: Rev2016

Examination: First/ II

Course Code: FEC206 and Course Name: Communication Skills

Time: 1 hour

Max. Marks: 50

For the students:- All the Questions are compulsory and carry equal marks .

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| Q1. | The word 'communication' is derived from the Latin word _____ |
| Option A: | Communicare |
| Option B: | Commune |
| Option C: | Common |
| Option D: | Convey |
| | |
| Q2. | The _____ is the person who transmits the message. |
| Option A: | Receiver |
| Option B: | Driver |
| Option C: | Sender |
| Option D: | Cleaner |
| | |
| Q3. | Message is any signal that triggers the response of a _____ |
| Option A: | Receiver |
| Option B: | Driver |
| Option C: | Sender |
| Option D: | Cleaner |
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| Q4. | _____ refers to all these factors that disrupt the communication. |
| Option A: | Nonsense |
| Option B: | Noise |

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| Option C: | Nowhere |
| Option D: | Nobody |
| | |
| Q5. | Our dress code is an example of _____ communication. |
| Option A: | Verbal |
| Option B: | Nonverbal |
| Option C: | Written |
| Option D: | Spoken |
| | |
| Q6. | Hearing is a _____ process, while listening is an _____ |
| Option A: | Difficult, easy |
| Option B: | Formal, informal |
| Option C: | Passive, active |
| Option D: | Active, passive |
| | |
| Q7. | Identify the barrier in the given sentence: A signboard read, "Fine for parking." |
| Option A: | Psychological Barrier |
| Option B: | Physical Barrier |
| Option C: | Mechanical Barrier |
| Option D: | Linguistic Barrier |
| | |
| Q8. | Specialized or technical Language is known as |
| Option A: | Grapevine |
| Option B: | Gesture |
| Option C: | Haptics |
| Option D: | Jargon |
| | |
| Q9. | Skimming and _____ are two types of rapid reading techniques |
| Option A: | Mechanical |
| Option B: | Encoding |
| Option C: | Scanning |
| Option D: | Timing |
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| Q10. | Grapevine Communication is also known as: |
| Option A: | Formal Communication |
| Option B: | Informal Communication |
| Option C: | Upward Communication |

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| Option D: | Downward Communication |
| Q11. | Give one word substitute for the given expression: Government of the people, for the people, by the people |
| Option A: | Aristocracy |
| Option B: | Democracy |
| Option C: | Theocracy |
| Option D: | Tyranny |
| Q12. | Give Synonym of the below word: 'Circumvent' |
| Option A: | Avoid |
| Option B: | accept |
| Option C: | interrupt |
| Option D: | allow |
| Q13. | All parts of which of the below letter format aligned to the left margin |
| Option A: | Full Block Format |
| Option B: | Modified Block Format |
| Option C: | Both Option A and B |
| Option D: | None of the above |
| Q14. | Which of the following is not the principle of business correspondence? |
| Option A: | Courtesy |
| Option B: | Clarity |
| Option C: | Conciseness |
| Option D: | Complexity |
| Q15. | Open Punctuation is |
| Option A: | No use of punctuation |
| Option B: | Mixed punctuation |
| Option C: | Full use of punctuation |
| Option D: | None of the above |
| Q16. | Enclosure in letter is used to: |
| Option A: | Mention attachments enclosed |
| Option B: | Complimentary close the letter |
| Option C: | Describe the subject matter |
| Option D: | Thank the receipient |
| Q17. | 'You attitude' is |
| Option A: | For information |
| Option B: | Reader's point of view |
| Option C: | Individual point of view |
| Option D: | Using more you in the letter |

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| Q18. | SQ3R Technique is used in |
| Option A: | Reading |
| Option B: | Writing |
| Option C: | Speaking |
| Option D: | Listening |
| Q19. | The terms <i>definiendum</i> , <i>genus</i> , and <i>differentia</i> are the parts of |
| Option A: | Definition |
| Option B: | Description |
| Option C: | process |
| Option D: | instruction |
| Q20. | While using an elevator you read 'Always use the gate handle' is |
| Option A: | Precaution |
| Option B: | Note |
| Option C: | Warning |
| Option D: | Danger |
| Q21. | What is Email etiquette? |
| Option A: | Code of conduct followed while using Email |
| Option B: | Technical aspects of the the email |
| Option C: | Stylistic Email |
| Option D: | None of the above |
| Q22. | Subject line in email is used for |
| Option A: | Writing the email address |
| Option B: | Homework assignments |
| Option C: | Emoticons |
| Option D: | Giving the brief discussion of email |
| Q23. | If you are writing an Enquiry letter what is the best way to end the letter? |
| Option A: | Hope all is well |
| Option B: | I look forward to hearing from you as soon as possible |
| Option C: | Order will not be placed if deal is not accepted |
| Option D: | Respond quickly else we shall look for others |
| Q24. | Which of these is not a step in the technical description of an object? |
| Option A: | Definition of object |
| Option B: | Description of object |
| Option C: | Age of writer |
| Option D: | Neat labeled daigram |
| Q25. | _____ means to impact understanding of the message. |
| Option A: | Encoding |
| Option B: | Receiver |
| Option C: | Decoding |
| Option D: | Feedback |

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