

Total Pages : 15

**UDA--(Sem-I)-E (AECC)-
Set-I**

2018

Full Marks : 50

Time : 1½ hours

Answer all questions.

The questions are of equal value.

Choose the most suitable option. 1 × 50

1. Which of the following is not a type of essay ?
 - (a) Narrative
 - (b) Descriptive
 - (c) Expository
 - (d) Dialogic
2. A persuasive essay tries to
 - (a) Describe things
 - (b) Narrate a story
 - (c) Present arguments
 - (d) Convince the reader

3. The essay is a ——— genre.

- (a) Subjective
- (b) Objective
- (c) Fictional
- (d) Poetic

4. In essay, the main premise is restated in

- (a) Introduction
- (b) Conclusion
- (c) Body
- (d) Theme

5. An essay on 'My Favourite Author' is an example of

- (a) Personal essay
- (b) Scientific essay
- (c) Philosophical essay
- (d) Political essay

(Turn Over)

6. The topic sentence is contained in which part of the paragraph ?

- (a) In the beginning
- (b) In the middle
- (c) At the end
- (d) All of the above

3/51

7. In paragraph writing _____ is an important re-
-nent.

- (a) Coherence
- (b) Explanation
- (c) Exposition
- (d) Argumentation

8. Journalistic report writing should be _____.

- (a) Subjective
- (b) Objective
- (c) Personal
- (d) Autobiographical

9. A newspaper report should necessarily carry the name of the reporter

- (a) True
- (b) False

10. The purpose of feature writing is to

- (a) Explore the topic
- (b) Summarise the topic
- (c) Narrate the topic
- (d) Describe the topic

11. Columns are written for _____.

- (a) Newspaper
- (b) Novels
- (c) Drama
- (d) YouTube

12. Reviews can be written of a

- (a) Book
- (b) Film
- (c) Music
- (d) All of these

13. Letter to a friend is a formal letter

- (a) True
- (b) False

14. Letter of Complaint is an informal letter

- (a) True
- (b) False

15. Job Application is addressed to the employer

- (a) True
- (b) False

16. Formal letters should include subject in the format

- (a) True
- (b) False

17. Biodata is the archaic term for CV and Resume

- (a) True
- (b) False

18. Biodata is the short form of Biographical data

- (a) True
- (b) False

19. Which one is more detailed

- (a) CV
- (b) Resume

20. The full form of CV is Curriculum Vitae

- (a) True <https://www.jharkhandstudy.com>
- (b) False

21. Oral Communication is the interchange of _____ between the sender and the receiver.

- (a) Cues and clues
- (b) Verbal messages
- (c) Written messages
- (d) Signs and gestures

22. Oral Communication is better than Written Communication for

- (a) Saving time
- (b) Providing opportunity to refer back
- (c) Conveying facts and opinions**

(d) Conveying feelings and emotions

23. The limitation of oral communication is that

- (a) It does not require on the spot thinking
- (b) It is Irreversible
- (c) It is easy to be aware of our body language
- (d) It is not effected by the speaker's feelings or stress or excitement level

24. Following is an important part of oral communication

- (a) Format
- (b) Body
- (c) Punctuation
- (d) Gestures

25. The foremost barrier to oral communication

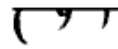
- (a) Interestedness
- (b) Poor listening
- (c) Concentration
- (d) Humility**

26. The effectiveness of oral communication depend on the speaker's ability to use

- (a) Simple language
- (b) Foreign words
- (c) Long sentences
- (d) Complex words**

27. In oral communication, what matters most is

- (a) Where you say it
- (b) When you say it
- (c) What you say
- (d) How you say it**



28. Oral Communication is also known as

- (a) Non-verbal communication
- (b) Impersonal communication
- (c) Face to face communication
- (d) Verbal communication

29. In business, oral communication is suitable for

- (a) Recording things
- (b) Delaying the decision making process
- (c) Discussing things
- (d) Confusing workers

30. What kind of topics are important for public speaking?

- (a) Any kind of topic
- (b) Topics that only you find interesting
- (c) Topics that matter to listeners as well as to you
- (d) All of the above

31. Define impromptu speaking

- (a) Delivering a speech with advance preparation
- (b) Delivering a speech without advance preparation
- (c) Writing an informative speech
- (d) None of the above

32. The proper use of sounds of a word to make meaning clear and accurate

- (a) Pitch
- (b) Personification
- (c) Pronunciation
- (d) All of the above

33. Viva voce is a latin phrase

- (a) True
- (b) False

34. Viva Voce is _____

- (a) a written test
- (b) an online test
- (c) a test of grammar
- (d) an oral test

35. Viva Voce is related to

- (a) Job market
- (b) Academic institutions
- (c) Business
- (d) Industry

36. Viva Voce examination is to

- (a) Demonstrate that the thesis or dissertation is your own work
- (b) Confirm that you understand what you have written
- (c) Defend your work verbally
- (d) All of the above

37. Structured interview is also referred as F I

- (a) True
- (b) False

38. The lunch interview is an interview over

- (a) A telephone
- (b) Meal
- (c) Skype
- (d) Internet

39. Group discussion is a shortlisting process for recruitment or admission

- (a) True
- (b) False

40. Group discussion happens on a specific topic

- (a) True
- (b) False

41. Group discussion gives an opportunity to a participants to give their ideas

- (a) True
- (b) False

(13)

42. Group discussion increases listening skill and confidence in speaking

- (a) True
- (b) False

43. Use of confident body language is not necessary in group discussion

- (a) True
- (b) False

44. Group discussion requires a moderator

- (a) Yes
- (b) No

45. A presentation needs powerpoint slides

- (a) Necessarily
- (b) Not necessarily
- (c) Not at all
- (d) Occasionally

46. A presentation is ———.

- (a) Formal
- (b) Informal

47. A good presentation should have

- (a) Data and charts
- (b) Graphs
- (c) Good subject matter
- (d) Videos

48. The speaker must state the objectives of the presentation

- (a) at the end
- (b) in the beginning
- (c) in the middle
- (d) through a video

49. To sell a product and to make business deals successful is a purpose of presentation

- (a) True
- (b) False

50. Reading a research paper in a seminar is also presentation

(a) True

(b) False

<https://www.jharkhandstudy.com>

Whatsapp @ 9300930012

Send your old paper & get 10/-

अपने पुराने पेपर्स भेजे और 10 रुपये पायें,

Paytm or Google Pay से