

**SIR BHAVSINHJI  
POLYTECHNIC, BHAVNAGAR**

**QUESTION BANK  
communication skills in English  
4300002**

## **SECTION-I**

### **COMMUNICATION SKILLS IN ENGLISH**

Sr. No	(A) Write the correct answer for the following questions in full sentence.	CO	L
1	_____ is the transmission of information and ideas using symbols and imagery. (verbal communication, written communication, visual communication)	1	1,2,3
2	The factors that make communication slow or ineffective are called _____. (paralanguage, barriers, feedback)	1	1,2,3
3	Expressions, postures, gestures are examples of _____ communication. (Non verbal, verbal, reading)	1	1,2,3
4	When communicate verbally, we should use _____. (confusing words, simple words, abbreviations)	1	1,2,3
5	Communication without words is _____ communication. (non verbal, verbal, written)	1	1,2,3
6	E mail, SMS , letters are examples of _____ communication.( oral, written, non-verbal)	1	1,2,3
7	The response to a sender's message is called _____. (receiver, channel, feedback)	1	1,2,3
8	The activity or process of exchanging ideas and feelings or giving people information is _____. (contacts, communication, meeting)	1	1,2,3
9	_____ is non verbal communication which deals with volume, tone, pronunciation, pitch and intonation pattern. (Kinesis, Physical appearance, Paralanguage)	1	1,2,3
10	'Distraction' a _____ to communication. (Paralanguage, barrier, encoding)	1	1,2,3
11	The message, transferred through a channel, can be interrupted by _____. (encoder, voice, noise)	1	1,2,3
12	_____ is the process in which a receiver receives the message sent by the sender and understands the original message/information. ( Encoding, Receiving, Decoding)	1	1,2,3
13	Communication is a _____ exchange of information. ( two way, one way, three way)	1	1,2,3
14	_____ ensures successful communication. ( feedback, decoding, Encoding)	1	1,2,3
15	The transmitter which converts the message into signals is _____. (decoder .encoder, sender)	1	1,2,3
16		1	1,2,3

17		1	<b>1,2,3</b>
18		1	<b>1,2,3</b>
19		1	<b>1,2,3</b>
20		1	<b>1,2,3</b>

Sr. No	(B) Write the correct answer for the following questions in full sentence.
1	_____ is the transmission of information and ideas using symbols and imagery. (verbal communication, written communication, visual communication)
2	The factors that make communication slow or ineffective are called _____. (paralanguage, barriers, feedback)
3	Expressions, postures, gestures are examples of _____ communication. (Non verbal, verbal, reading)
4	When communicate verbally, we should use _____. (confusing words, simple words, abbreviations)
5	Communication without words is _____ communication. (non verbal, verbal, written)
6	E mail, SMS , letters are examples of _____ communication.( oral, written, non-verbal)
7	The response to a sender's message is called _____. (receiver, channel, feedback)
8	The activity or process of exchanging ideas and feelings or giving people information is _____. (contacts, communication, meeting)
9	_____ is non verbal communication which deals with volume, tone, pronunciation, pitch and intonation pattern. (Kinesis, Physical appearance, Paralanguage)
10	'Distraction' a _____ to communication. (Paralanguage, barrier, encoding)

# DETERMINERS

Sr. No	Questions	Marks	CO	L
	<u>FILL IN THE BLANKS USING PROPER DETERMINER GIVEN IN THE BRACKETS.</u>			
1	Let our slogan be, “..... one plant one”.	1	3	2,3
2	Do you have _____ objection?	1	3	2,3
3	How _____ work can be finished by tomorrow?	1	3	2,3
4	_____ Citizen in my city is health-conscious.	1	3	2,3
5	Put .....more fruits in this basket.	1	3	2,3
6	_____ Ramayan is a sacred book for the Hindus.	1	3	2,3
7	Reena and Archana are my cousins. _____ of them are singers.	1	3	2,3
8	Leela is _____ M.B.A.. student.	1	3	2,3
9	_____ Sun sets in the west.	1	3	2,3
10	I shall be back in less than _____ hour.	1	3	2,3
11	Disha needed _____ one rupee coin yesterday.	1	3	2,3
12	He is confused. He need _____ time to think.	1	3	2,3
13	How ..... accounts have been opened during last month?	1	3	2,3
14	_____ is possible.	1	3	2,3
15	There isn't _____ in the class room now.	1	3	2,3
16	How _____ boxes do you need ?	1	3	2,3
17	Say _____ about yourself.	1	3	2,3
18	Is there _____ juice left in the jug?	1	3	2,3
19	He has _____ to say in this matter now. He has said everything.	1	3	2,3
20	Give me _____ chalk sticks and _____ duster.	1	3	2,3
21	_____ word of your parents is important.	1	3	2,3
22	_____ man in a grey shirt is my brother.	1	3	2,3
23	The lake will soon become dry; there is _____ water in it.	1	3	2,3
24	_____ can make you happy except yourself.	1	3	2,3
25	My father is terribly busy these days. He has _____ time to attend the party.	1	3	2,3

# **SUBJECT – VERB AGREEMENT**

Sr. No	Questions	Marks	CO	L
	<u><b>Pick the right verb form.</b></u>			
1	Either Himesh or his sister (work/works) as an engineer here.	1	3	2,3
2	A variety of trades and occupations _____ (were, were) represented all along the way.	1	3	2,3
3	None of them (attends/attend) wedding function.	1	3	2,3
4	The Thirty-Nine steps (was,were) written by John Buchan.	1	3	2,3
5	Some oil (has/have) been stolen.	1	3	2,3
6	One of the girl in my class (visit/visits) Science fair.	1	3	2,3
7	None of the laborers (is/are) lazy.	1	3	2,3
8	Each of the boxes (weigh/weights) 5 kgs.	1	3	2,3
9	One lakh rupees ____ (is,are) a big amount for middle class people.	1	3	2,3
10	The secretary and the member (has, have) come to visit the institute today.	1	3	2,3
11	Pau and bhaji (is/are) my favourite dish.	1	3	2,3
12	The chief officer along with two executive engineers (is/are) coming today	1	3	2,3
13	Some people (dislikes, dislike) travelling by air.	1	3	2,3
14	Both Rina and Shivani (has, have) won the gold medal.	1	3	2,3
15	There (is,are) twelve months in a year. [is, are,	1	3	2,3

**Semester: I**

**Term: ODD**

## **PASSIVE VOICE**

Sr. No	Questions	Marks	CO	L
	<u><b>CHANGE THE FOLLOWING SENTENCES INTO PASSIVE.</b></u>			

1	Rabindranath Tagore won the Noble Prize for literature.	1	3	2,3
2	They invited my mother to give a talk.	1	3	2,3
3	He can repair this machine.	1	3	2,3
4	He has published the book recently.	1	3	2,3
5	We should help the poor.	1	3	2,3
6	The policeman will catch the thieves soon.	1	3	2,3
7	The students are writing their papers now.	1	3	2,3
8	The clerk did not give him proper information.	1	3	2,3
9	He can secure the first position in the college.	1	3	2,3
10	He has forgotten a speech now.	1	3	2,3
11	Do you expect good result?	1	3	2,3
12	Bring me a glass of water, please.	1	3	2,3
13	Who has sent such an email?	1	3	2,3
14	Students must not bring mobile phone in the classroom.	1	3	2,3
15	Can you play the sitar?	1	3	2,3
16	He bought a wonderful gift for his daughter.	1	3	2,3
17	Our teacher taught the passive very nicely.	1	3	2,3
18	Who trained the polling staff?	1	3	2,3
19	Give the patient coconut water every two hours.	1	3	2,3
20	A racing car hit the old man.	1	3	2,3
21	The embassy refused Nishan a passport.	1	3	2,3
22	Somebody has locked the door.	1	3	2,3
23	The girl has given a brilliant performance on the stage.	1	3	2,3
24	You can turn off Air condition now.	1	3	2,3
25	He is cleaning his cupboard.	1	3	2,3

Semester: I		Term: ODD		
<u>PREPOSITIONS</u>				
Sr. No	Questions	Marks	CO	L
	<u>Fill in the blanks with appropriate prepositions.</u>			

1	We shall meet_____college.	1	3	2,3
2	Suhana is sitting_____Kusum and Lata.	1	3	2,3
3	The meeting will be held ..... Sunday .....6 P.M.	1	3	2,3
4	My sister is afraid .....dark.	1	3	2,3
5	Many people died .... hunger in the world.	1	3	2,3
6	You should apologize .... your misbehavior.	1	3	2,3
7	My car is parked _____ the tree.	1	3	2,3
8	The clock _____ the wall is beautiful.	1	3	2,3
9	Rahul sat at the back, _____ the driver's seat.	1	3	2,3
10	We are proud..... our country.	1	3	2,3
11	The children have been playing video games ____3o'clock.	1	3	2,3
12	Rina fell ____the ladder.	1	3	2,3
13	He will meet you _____ Monday.	1	3	2,3
14	We shall go to the Saputara _____ holidays.	1	3	2,3
15	The cat jumped _____ the table.	1	3	2,3
16	The train is _____Goa _____Mumbai.	1	3	2,3
17	The principal is _____ his office.	1	3	2,3
18	Sitting _____ the tree, she was enjoying nature.	1	3	2,3
19	Give me a cheque _____ rupees one thousand.	1	3	2,3
20	Dasa was sleeping _____ the shed.	1	3	2,3
21	Time and tide waits _____ none.	1	3	2,3
22	You should submit your assignment .... Monday.	1	3	2,3
23	I am fond .... Classical music.	1	3	2,3
24	The bus never arrives .... Time.	1	3	2,3
25	I do not agree ... your suggestion.	1	3	2,3

## **CONNECTORS**

Join the pair of sentences with suitable connectors.

- He works hard. His brother is idle.
- He did not work hard. He did not succeed.

- Rahul ran after the thief. He caught the thief.
- You are lazy. You will not score good marks.
- The engineers were rewarded for their work. They constructed a bridge.
- At night they had no lights in their houses. Their streets were not illuminated either.
- The train entered a tunnel. Immediately the lights went on.
- The teacher is hard working. Students like him.
- The airliner landed safely. Its wings were damaged badly.
- The carpenter is an old man. He worked for us last year.
- He is a silly fellow. He cannot understand simple things.
- The motor has gone out of order. We bought it last year.
- Work hard. Give up the challenge and accept the defeat.
- I know the place. He talked about the place.
- It was a cold night. We did not dare to go out.
- This is the reason. I fail every time.
- These steps will cut down the cost of the projects. The company did not like them.
- Some men work one shift all the time. Other men changes shift all the time.
- The lady is a good friend of mine. I am sending this parcel to her.
- The prices are going up. I will not be able to buy a car.

Semester: I

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## SECTION II (A)

### COMPREHENSION PASSAGES

Sr. No	Questions	M a r k s	CO	L
	<u>Answer the following questions</u>			
1	Nature is the best teacher' How does the author illustrate this view in his letter?	2	1,3,4	1,2,3
2	Who wrote a letter to his son's teacher? Why?	2	1,3,4	1,2,3



3	Steer him away from envy, if you can, teach him the secret of quite laughter..." Explain.	2	1,3,4	1,2,3
4	How can a person cheat you while chatting?	2	1,3,4	1,2,3
5	Write the most common uses of the internet	2	1,3,4	1,2,3
6	What does Narayan Murthy mean by 'Intellectual Independence'?	2	1,3,4	1,2,3
7	Why were Dabbawallas not successful in Delhi in their service?	2	1,3,4	1,2,3
8	Write about two secrets of Dabbawallahs unity	2	1,3,4	1,2,3
9	What is worse than failure? Why?	2	1,3,4	1,2,3
10	Write down Indian attitude towards their family and community.	2	1,3,4	1,2,3
11	Who was Dwight D. Eisenhower ? What did he say?	2	1,3,4	1,2,3
12	Which services does the Trust of Dabbawalas provide their members?	2	1,3,4	1,2,3
13	How can e-mail become an instrument of deceit?	2	1,3,4	1,2,3
14	What is the difference between India and the West regarding professionalism?	2	1,3,4	1,2,3
15	How do the westerns solve their societal problems ?What do we have to learn from them?	1	1,3,4	1,2,3
16	Which movement does the speaker want to start?	1	1,3,4	1,2,3
17	How much weight can a Dabbawallah carry?	1	1,3,4	1,2,3
18	Person who tries to gain unauthorized access is_____.	1	1,3,4	1,2,3
19	'What we must learn from the west' is written by__	1	1,3,4	1,2,3
20	Who is the president Nutan Mumbai Tiffin Box Suppliers Charity Trust?	1	1,3,4	1,2,3
21	_____is an attribute in you to take responsibility for what you do.	1	1,3,4	1,2,3
22	How many Tiffin boxes does each tray hold?	1	1,3,4	1,2,3
23	Most of the dabbawallahs belong to _____	1	1,3,4	1,2,3
24	_____magazine gave the Dabbawallas Sigma 6 rating	1	1,3,4	1,2,3
25	According to author, Indian attitude to cleanliness is _____.	1	1,3,4	1,2,3
26	What is the unique feature of the success of Dabbawallahs' business?	1	1,3,4	1,2,3
27	_____is considered to be an integral part of the value system in the west.	1	1,3,4	1,2,3
28	When did the business of Dabbawala start?	1	1,3,4	1,2,3
29	Write one disadvantage of internet.	1	1,3,4	1,2,3
30	According to author, Indian attitude to cleanliness is _____	1	1,3,4	1,2,3
<b><u>Write short notes</u></b>				

1	Values that the father expects the teacher to teach his son	3	1,2, 3,4	1,2,3
2	What Indians must learn from the west	3	1,2, 3,4	1,2,3
3	Dabbawallas- the best managed business	3	1,2, 3,4	1,2,3
4	Respect for public good.	3	1,2, 3,4	1,2,3
5	Write a note on advantages and disadvantages of Internet.	3	1,2, 3,4	1,2,3

**Semester: I**

**Term: ODD**

## SECTION II (B)

### SHORT STORIES

Sr. No	Questions	Marks	CO	L
	<u>Answer the following questions</u>			
1	Who borrowed a dollar from the speaker? Describe the incident.	2	1,3,4	1,2,3
2	Why doesn't the speaker want to remember what he might owe others?	2	1,3,4	1,2,3
3		2	1,3,4	1,2,3
4		2	1,3,4	1,2,3
5		2	1,3,4	1,2,3
6		2	1,3,4	1,2,3
7		2	1,3,4	1,2,3

8		2	1,3,4	1,2,3
9		2	1,3,4	1,2,3
10		2	1,3,4	1,2,3
11	"Let's have taxi up to the Club" is said by_____.	1	1,3,4	1,2,3
12	Ernest Hemingway is the author of the short story _____.	1	1,3,4	1,2,3
13		1	1,3,4	1,2,3
14		1	1,3,4	1,2,3
15		1	1,3,4	1,2,3
16		1	1,3,4	1,2,3
17		1	1,3,4	1,2,3
18		1	1,3,4	1,2,3
19		1	1,3,4	1,2,3
20	Schatz's father read to him from Howard Pyle's	1	1,3,4	1,2,3
21		1	1,3,4	1,2,3
22	"A big cobra has got into your compound. It crossed my wheel." Who speaks these words?	1	1,3,4	1,2,3
23	Most of the dabbawallahs belong to _____	1	1,3,4	1,2,3
24	_____ magazine gave the Dabbawallas Sigma 6 rating	1	1,3,4	1,2,3
25	According to author, Indian attitude to cleanliness is _____.	1	1,3,4	1,2,3
26		1	1,3,4	1,2,3
27		1	1,3,4	1,2,3
28		1	1,3,4	1,2,3
29		1	1,3,4	1,2,3
30		1	1,3,4	1,2,3
<b><u>Write short notes</u></b>				
1	The title of the story "My Lost Dollar".	3	1,2,3,4	1,2,3
2	What Indians must learn from the west	3	1,2,3,4	1,2,3
3	Dabbawallas- the best managed business	3	1,2,3,4	1,2,3
4	Respect for public good.	3	1,2,3,4	1,2,3
5	Write a note on advantages and disadvantages of Internet.	3	1,2,3,4	1,2,3

## **SECTION II (B)**

### **SHORT STORIES**

#### **Answer the following questions**

Who was Todd?

Todd borrowed \_\_\_\_\_ from the speaker on \_\_\_\_\_.

Give the meanings of (1)grave (2) emphasis (3) conclusion

The speaker wants to start a movement \_\_\_\_\_.

Let's take a taxi up to the club ' is spoken by \_\_\_\_\_.

After returning from Bermuda , the speaker prefers to \_\_\_\_\_.

The short story 'My Lost Dollar is written by \_\_\_\_\_.

Todd sent \_\_\_\_\_ from Bermuda.

"Let me have a dollar ,will you?" is asked by \_\_\_\_\_.

Give the meanings of 1)Prospect (2) merely (3) apparently

The speaker borrowed thirty cents from a person in the \_\_\_\_\_.

\_\_\_\_\_ said "Certainly, Is a dollar enough?"

In the story, the author lost his \_\_\_\_\_.

Todd owed the speaker the amount for \_\_\_\_\_ months.

Why did the speaker ask Todd about currency of Bermuda?

What will Stephen Leacock remember all his life?

What was happened on 8<sup>th</sup> April before a year?

Did Leacock go to receive his friend? Why?

Write in detail about author's efforts to remind Todd about dollar

Who assembled at the door?

What did a cyclist announce on a sunny afternoon?

What did the family and the servant do to find the snake in the campus?

What did mother give to the beggar? What did the beggar promise ?

Did a snake charmer catch the cobra? Why?

Why did the family cut down every grass blade?

What did Dasa carry?

What did Dasa say at the time of leaving?

What did the youngest son cry? what did he see?

Which superstition do you find in the story? Write about any other superstitions and its reflections.

Write a note on DASA.

Who wrote a story 'A Day's Wait'?

1. Who was ill? What did he have?

2. Why did Schatz's father call the doctor?

3. Which book was Schatz's father reading? Why?

4. What information did the doctor give about influenza?

5. Write about Schatz's illness and his condition

6. Write a note –The end of the story 'A Day's Wait'

7. Explain the significance of title 'A Day's Wait'

