

ST. XAIVER'S COLLEGE JAIPUR
Model Question Paper
BCA SEC – Effective Communication

Paper Code & Name of Paper: SEC – Effective Communication

Department: Computer Science

Max. Marks:

Max. Time:

Class: BCA

Min. Marks:

Choose the correct option:

1. Intonation can be defined as _____
 - a. the rise and fall of speech
 - b. the rhythm of speech
 - c. the melody and tone of the speech
 - d. all of the above

2. _____ aims at making people work together for the common good of the organisation.
 - a. communication
 - b. combination
 - c. conversation
 - d. connection

3. Looking for a number in your phone is an example of _____.
 - a. Intensive
 - b. Extensive
 - c. Skimming
 - d. Scanning

4. The person who transmits the message is called _____.
 - a. receiver
 - b. sender
 - c. channel
 - d. response

5. If you pronounced the word “yesterday” in a rising intonation, you are most likely expressing _____.
 - a. a statement
 - b. a preposition
 - c. a question
 - d. giving answers

6. Interpersonal communication involves _____.
 - a. Group discussion

- b. Public Communication
- c. One-to-one communication
- d. All of the above

7. At each stage of communication there is a potentiality of interference, which may hinder the process. Such interference is referred to as _____ .

- a. sender
- b. receiver
- c. barrier or noise
- d. none of them

8. If you pronounce the word “Excellent” in a falling intonation, you are most likely expressing_____.

- a. disappointment
- b. cheerfulness
- c. mockery
- d. a & c

9. When is Skimming NOT required?

- a. Reading
- b. Reviewing
- c. Pre-reading
- d. Recalling

10. Scanning is _____.

- a. Quickly reading over a text to get the general gist.
- b. Quickly reading over a text to find some specific information which is ocused upon.
- c. Taking the time to understand the whole text in depth.
- d. All of them

11. _____ refers to the emphasis laid on specific syllables of a word or a specific word in a sentence.

- a. Phonemes
- b. Stress
- c. Letters
- d. Syllables

12. _____ are considered as Function Words.

- a. Stressed
- b. Accented
- c. Non-stressed
- d. Content

13. Normally, communication is _____ in which the information or message is transferred from one person to another.

- a. important
- b. interpersonal
- c. personal

d. impersonal

14. _____ describes every type of human communication that is not verbal.
- vocalists
 - prosody
 - haptics
 - para language
15. The vowel sounds are _____ in number.
- twenty
 - six
 - fifteen
 - eighteen
16. _____ means communication without words.
- Object communication
 - Written communication
 - Oral communication
 - Non-verbal communication
17. What connects the sender to the receiver?
- Channel or Medium
 - Communication
 - Noise
 - feedback
18. Most of us converse using ___ and ___ in addition to words when we speak.
- body language and posture
 - gestures and body language
 - words and gestures
 - posture and eye gazing
19. Communication is a part of _____ skills
- Soft
 - Hard
 - Rough
 - Short
20. _____ is the person who notices, decodes and attaches some meaning to the message
- Receiver
 - Driver
 - Sender
 - Cleaner
21. The response to a sender's message is called _____?

- a. Food bank
- b. Feedback
- c. Reaction
- d. Response

22. Environmental barriers are the same as _____ noise

- a. Psychological
- b. cultural
- c. Physical
- d. sociological

23. Identify the part of the sentence that has an error:

I couldn't able to ask my dad permission to watch a movie.

- a. I couldn't able
- b. to ask my dad
- c. permission to
- d. watch a movie.

24. _____ refers to all the factors that disrupt the communication.

- a. Nonsense
- b. Noise
- c. Nowhere
- d. Nobody

25. Reading that is done fast and allows the reader to gather information quickly is called _____.

- a. Scanning
- b. Skimming
- c. Both a and b
- d. None of the above

26. Our dress code is an example of _____ communication

- a. Verbal
- b. Spoken
- c. Non verbal
- d. Written

27. Which part of the sentence has an error:

Ram was/senior to/Sam in college.

- a. Ram was
- b. senior to
- c. Sam in college
- d. No Error

28. Letter, Emails, telephone calls are examples of_____.

- a. Decoding
- b. Encoding
- c. Message
- d. Medium or channel

29. The information which is transferred to the receiver has to be interpreted, this process is called

_____.

- a. Encoding
- b. Decoding
- c. Noting
- d. Reacting

30. Which part of the sentence has an error:

Supposing if/it rains/ what shall/ we do?

- a. Supposing if
- b. it rains
- c. what shall
- d. we do?
- e. No Error

31. The environment in which the transmitter or receiver are, should be

- a. Complete
- b. Competent
- c. Complete
- d. Compatible

32. In _____ listening, the main intention is to seek certain information that will be appreciated.

- a. Appreciative
- b. Empathetic
- c. Evaluative
- d. Dialogic

33. Reading comprehension means understanding a _____ text.

- a. Oral
- b. Written
- c. Audio
- d. Usual

34. Reading is a _____ process.

- a. Encoding
- b. Decoding
- c. Bar coding
- d. Double coding

35. When we read shorter texts, like reading a research paper for specific and detailed information, we read slowly and with a lot of concentration. This type of reading is called _____.

- a. Extensive reading
- b. Skimming
- c. Scanning
- d. Intensive Reading

36. Most of your day to day reading is done

- a. Loudly
- b. Silently
- c. Extensively
- d. Intensively

37. _____ is to relate the content to that previous and future learning of the subject.

- a. Reviewing
- b. Reading
- c. Recalling
- d. All of the above

38. Which of the following shows a positive facial expression?

- a. Frowning while concentrating
- b. Maintaining eye contact
- c. Smiling continuously
- d. Rolling up your eyes

39. Using abbreviations in communication leads to which type of communication barrier

- a. Language/ Linguistic

- b. Physical
 - c. Cultural
 - d. Organisational
40. Which of the following is NOT a communication barrier?
- a. Linguistic barrier
 - b. Interpersonal barrier
 - c. Financial barrier
 - d. Organisational barrier
41. Straight body posture shows what?
- a. Pride
 - b. Professionalism
 - c. Confidence
 - d. Humility
42. Which of the following is a positive facial expression?
- a. Staring hard
 - b. Wrinkled forehead
 - c. Looking somewhere else
 - d. Nodding while listening
43. Which of the following is not an element of the communication cycle?
- a. Channel
 - b. Receiver
 - c. Time
 - d. Sender
44. Looking at captions under pictures, charts, graph and maps comes under what step of SQ3R.
- a. Read
 - b. Review
 - c. Recite
 - d. Survey
45. Which of the following is an example of negative feedback?
- a. You can dance better.
 - b. Your Dance was good but you can do better.
 - c. Your Dance skill is not really good. You have to practise more.
 - d. None of the above\
46. Which of the following is quick and clear method of communication.
- a. e-mail
 - b. notices/posters
 - c. face-to-face informal communication
 - d. business meetings
47. To understand the message properly the receiver need to _____ the message properly.
- a. close eyes
 - b. hear

- c. listen
- d. ignore

48. Aural communication is based on _____.
- a. Body language
 - b. Language and tone of voice
 - c. Facial expressions
 - d. Listening and Hearing
49. Visual communication are dependent on what factors?
- a. Signs, symbols and pictures
 - b. Text messages
 - c. Posture
 - d. Body language
50. Analysing the read information with a peer comes under what step of SQ3R?
- a. Read
 - b. Review
 - c. Recite
 - d. Recall
51. If there is the absence of feedback then it will lead to _____.
- a. Mistrust
 - b. Communication Barrier
 - c. Interference
 - d. None of the above
52. Pointing finger to something is an example of _____.
- a. Expressions
 - b. Gestures
 - c. Body Language
 - d. Para Language
53. Which of the following includes the tone, speed and volume of voice?
- a. Eye Contact
 - b. Body Language
 - c. Para Language
 - d. Gestures
54. Which is the suitable method to overcome communication barriers?
- a. Use visuals
 - b. Take the help of a translator
 - c. Always be respectful in other's opinion
 - d. All the Above
55. Reading Skills varies from person to person according to their _____ and _____.
- a. Linguistic competence and future knowledge
 - b. Present knowledge and language competence.

- c. Linguistic competence and background knowledge.
- d. Old knowledge and present knowledge.

56. Reading your favourite short stories is an example of _____ reading.

- a. Intensive
- b. Scanning
- c. Extensive
- d. None of the above

57. In _____ writing paragraphs are based on fact, they are written without emotion and usually written in the third person.

- a. Persuasive
- b. Expository
- c. Narrative
- d. Descriptive

58. What are the types of speaking skills?

- a. Informal
- b. Semi-formal:
- c. inter-personal
- d. all of the above

59. What to skip while skimming?

- a. Details
- b. Bold words
- c. Headings
- d. Graphs or pictures

60. What is the fourth step of the SQ3R active reading strategy?

- a. Question
- b. Review
- c. Recite
- d. Recall

61. What does the SQ3R stands for?

- a. Survey, question, three, read, recite, review
- b. Survey, question, read, re-read, review
- c. Survey, question, recite, read, revie
- d. Survey, question, read, recite/recall, review

62. _____ must be avoided in a summary.

- a. Facts
- b. Verbs
- c. Leads
- d. Repetitions

63. Recitation will provide a chance to improve _____.

- a. Listening Skills
- b. Reading Skills

- c. Acting skills
- d. Speaking skills

64. Which of these means giving emphasis to a syllable?

- a. Voice quality
- b. Word stress
- c. Tone
- d. Message

65. Which of this tone is an unemotional tone?

- a. Humorous tone
- b. restrained tone
- c. Happy tone
- d. Outraged tone

66. What are the Components of speaking skills?

- a. Fluency
- b. Vocabulary and Grammar
- c. Pronunciation
- d. All of the above