

**Vidyavardhinis College of Engineering & Technology ,Vasai Road**

**Program: First Year Engineering ( All Branches)**

**Curriculum Scheme: Revised 2019 (C-SCHEME) & Revised 2016**

**Examination: First Year Semester II**

**Course Code: 1) FEL 205**

**2) FE C 206 (Rev 2016)**

**Course Name:1) Professional Communication Skills**

**2) Communication Skills (Rev 2016)**

Time: 1 hour

Max. Marks: 50

Note to the students:- All the Questions are compulsory and carry equal marks . (2 Marks Each)

=====

1 --- is another name for haptics.

A)Space B)Time C)Touch D)Smell

2 Communication with use of words either spoken or written is called ..... communication

A)Oral  
B)Written  
C)Verbal  
D) Non-verbal

3 Raising an eyebrow indicates .....

A)Interest  
B)Confidence  
C)Disbelief  
D) Puzzled

4 Yawning indicates ....

A)Boredom  
B)Anxiety  
C)Puzzled  
D)Disbelief

5 Grapevine is an ---- channel

- A) formal
- B) informal
- C) upward
- D) downward

6 Paralinguistics deals with .....

- A) Time
- B) Voice
- C) Space
- D) touch

7 Full block letter format specifies.....

- A) Left Hand Margin
- B) Right hand margin
- c) central margin
- d) none

8 Postscript comes at the ..... Of the letter .

- A) CENTER
- B) B) LAST
- C) C) MIDDLE
- D) D) LEFT

9 Technical writing is based on .....

- A) FACTS B) IMAGINATION C) LITERATURE D) NONE

10 ----- communication passes from seniors to juniors.

- A) DOWNWARD B) UPWARD C) HORIZONTAL D) NONE

11 The last stage of communication process is

- a) Sender b) receiver c) decoding d) feedback

12 ----- is the process of putting the ideas in the form of code.

- a) Encoding b) receiver c) decoding d) feedback

13 The return message from the receiver is called as ....

- a) Sender b) receiver c) decoding d) feedback

14 You attitude emphasizes ----- point of view.

- a) First person narration
- b) writers point of view
- c) readers point of view
- d) third person narration

15 Summary writing is always written in ---- person narration.

- a) First person narration
- b) writers point of view
- c) readers point of view
- d) third person narration

16 The complimentary close in a letter should be in accordance with its salutation.

- a) False
- b) true
- c) partially true
- d) none of the above

17 BCC in letter /mail stands for ....

- a) Black carbon copy
- b) blind carbon copy
- c) back carbon copy
- d) back to back carbon copy

18 CC in letter stands for ----

- a) Copy closure
- b) carbon copy
- c) copy case
- d) none of the above

19 Subject of a letter should be .....

- a) long
- b) short
- c) incomplete
- d) complete

20 Kinesics means ---

- a) time management
- b) language study
- c) body language
- d) paralinguistics

21 Full block form stands for :

- a) Claim letter
- b) our reference
- c) logo
- d) no indents

22) Open punctuation signifies

- a) postscript
- b) letterhead
- c) full block form
- d) claim letter

23 ) Postscript --

a) Exhibits unplanned letter b) paragraphs indented c) reference d) non of the above

24 ) What is hammer ?

a) Machine b) instrument c) appliance d) tool

25 ) Apparatus is

a) Film projector b) refrigerator c) television d) none of the above