

SRM Institute of Science & Technology
Faculty of Engineering & Technology
Ramapuram, Chennai-89
CYCLE TEST - I /18LEH101J-ENGLISH

SET- II

SEMESTER I

Duration: 45 mins

Date: 9.11.2020

Maximum Marks -25

1. The Receiver _____ the message sent to him/her.
a. **Decodes**
b. encodes
c. turns
d. receives
2. _____ communication takes place with the people outside the company.
a. **External**
b. Diagonal
c. Upward
d. Downward
3. Industries are _____ the existing level of proficiency in communication among engineering students.
a. happy with
b. pulling down
c. **concerned with**
d. upgrading well
4. 55 % of impact is determined by _____ in our communication
a. content
b. words
c. **body language**
d. voice
5. Communication barrier is anything that _____ communication
a. **impedes**
b. enhances
c. aids
d. visualizes
6. Horizontal communication takes place between the employees of _____
a. Higher to lower level
b. **equal rank**
c. lower to higher level
d. across different ranks
7. _____ is to find a particular piece of information.
a. Skimming
b. Critical Reading
c. Reading thorough comprehension
d. **Scanning**
8. Communication is the _____ of information, ideas, emotion, skills etc.,

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- a. **transmission**
- b. transaction
- c. transformation
- d. translucent

9. Language is never learnt rather it is _____

- a. taught
- b. sought
- c. received
- d. **acquired**

10. _____ is to gather the most important information by running the eye over the text.

- a. Critical reading
- b. **Skimming**
- c. Scanning
- d. Reading thoroughly

11. _____ takes place when the reader tends to make judgement on a piece of work.

- a. Writing
- b. Reasoning
- c. Speaking
- d. **Critical reading**

12. _____ is putting our thoughts in words in a paper or computer.

- a. Speaking
- b. Reading
- c. Drawing
- d. **Writing**

13. To be an effective speaker one should use appropriate vocabulary and use words in the _____

- a. wrong order
- b. increasing order
- c. decreasing order
- d. **correct order**

14. _____ should be avoided in an effective communication.

- a. Voice audibility
- b. **Ambiguity**
- c. Vocabulary
- d. Pronunciation

15. The Process of communication involves ideation, encoding, channelizing, decoding and _____

- a. message
- b. **feedback**
- c. channel
- d. communication

16. _____ communication happens across all official cadres and no hierarchy is followed.

- a. **Upward**

- b. Downward
- c. Horizontal

d. Diagonal

17. In human face to face communication, 38% is allotted to _____

- a. body language
- b. content

c. tone of voice

- d. eye contact

18. A _____ is a reciprocal conversation between two or more entities under which the oral and written communication take place.

- a. body Language

b. dialogue

- c. eye contact
- d. gesture

19. The main elements of the non-verbal communication is personal appearance, posture, gestures, _____ eye contact, tone of the speaker, etc.,

a. facial expressions

- b. message
- c. sharing ideas
- d. speech

20. One way communication, Rigid rules, Poor working environment are related to _____ barrier

- a. personal

b. organizational

- c. language
- d. Physical

21. _____ must be avoided for an effective communication.

- a. Technical skills

b. Lack of planning

- c. preparation
- d. barriers

22. _____ is commonly defined as "the imparting or interchange of thoughts, opinions or information by speech, writing, or signs"

- a. Listening

b. Communication

- c. LSRW
- d. Channels

23. Use appropriate _____ while writing a complaint letter.

- a. eye contact
- b. body language

c. vocabulary

- d. gestures

24. External noise, personal distraction and information overload stand as a barrier to _____

- a. Reading
- b. Speaking
- c. Reading

d. Listening

25. The appropriate expression to close the formal letter is _____

- a. yours friendly
- b. yours lovingly
- c. yours sincerely**
- d. yours cheerfully

K. H. V. d. y.
HOD / EFL
Jo