



UNIVERSITY OF COLOMBO, SRI LANKA



UNIVERSITY OF COLOMBO SCHOOL OF COMPUTING

DEGREE OF BACHELOR OF INFORMATION TECHNOLOGY ( EXTERNAL)  
*Academic Year 2018 – 1<sup>st</sup> Year Examination – Semester 1*

***EN1101 – Communication Skills***  
***Multiple Choice Question Paper***

**6<sup>th</sup> May, 2018**  
**(ONE HOUR)**

**Important Instructions:**

- The duration of the paper is **1 (One) hour**.
- The medium of instruction and questions is English.
- The paper has **25** questions and **8** pages.
- All questions are of the MCQ (Multiple Choice Questions) type.
- All questions should be answered.
- Each question will have 5 (five) choices with one or more correct answers.
- All questions will carry equal marks.
- There will be a penalty for incorrect responses to discourage guessing.
- The mark given for a question will vary from 0 to +1(*All the correct choices are marked & no incorrect choices are marked*).
- Answers should be marked on the special answer sheet provided.
- Note that questions appear on both sides of the paper. If a page is not printed, please inform the supervisor immediately.
- Mark the correct choices on the question paper first and then transfer them to the given answer sheet which will be machine marked.  
**Please read the instructions given on the other side of the answer sheet completely before you shade your correct choices.**
- Calculators are **not** allowed.

1) Which of the following statement/s is/are correct regarding handwriting?

- (a) Coordinate the small movements of the muscles of the fingers and thumb.
- (b) Visualize the shape of the letter.
- (c) Remember the motor pattern that makes each letter.
- (d) Hold a pencil with a suitable grip and apply a considerably high amount of pressure.
- (e) Monitor whether the motor commands are correct to make the muscles move with the right amount of force and distance

2) Which of the following sentence/s bear/s correct punctuation?

- (a) Harsha said “let’s meet at the bus-stop,” and walked off.
- (b) Harsha said, “let’s meet at the bus-stop”, and walked off.
- (c) Harsha said, “let’s meet at the bus-stop” and walked off.
- (d) Harsha said, “let’s meet at the bus-stop,” and walked off.
- (e) Harsha said, let’s meet at the bus-stop, and walked off.

3) Which of the following sentence/s bear/s correct punctuation?

- (a) The teacher asked us to bring flood relief items such as, milk powder, dry rations, bottles of water, etc. .
- (b) The teacher asked us to bring flood relief items such as milk powder, dry rations, bottles of water, etc.
- (c) The teacher asked us to bring flood relief items such as milk powder, dry rations, bottles of water, and etc.
- (d) The teacher asked us to bring flood relief items such as, milk powder, dry rations, bottles of water and etc. .
- (e) The teacher asked us to bring flood relief items such as, “milk powder, dry rations, bottles of water,” etc. .

4) Which of the following sentence/s bear/s *incorrect* capitalization?

- (a) Mahaweli is the longest river in Sri Lanka.
- (b) I would love to see lions, antelopes, bengal tigers and giraffes in reality.
- (c) You look handsome, Grandpa!
- (d) We are pleased to report, mr. Perera, that we are heading towards our goal.
- (e) She lived in a beautiful cottage near the bank of River Mahaweli.

5) Identify the correct statement/s regarding essay writing from those given below.

- I. Good descriptive essay writing includes many vivid sensory details that paint a picture and appeals to all of the reader's senses
- II. A single paragraph can discuss several aspects of the main idea.
- III. A descriptive essay can encourage the student's ability to create a written account of a particular experience.

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|------------------------|-------------------------|-----------------------|
| (a) (I) Only           | (b) (II) Only           | (c) (I) and (II) Only |
| (d) (I) and (III) Only | (e) (I), (II) and (III) |                       |

6) Given below is a part of a report. Which part could it be?

Vita Biscuits should take immediate actions to launch and promote Slim & Healthy alongside its existing product range. A fresh and healthy image should be used to promote Slim & Healthy in the media and slim, energetic and models (both young and elderly) should be used.

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|---------------------|----------------|-------------|
| (a) Introduction    | (b) Conclusion | (c) Summary |
| (d) Recommendations | (e) Findings   |             |

7) Which of the following **cannot** be included in a CV?

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| (a) A bit of personal information                        |
| (b) Contact details                                      |
| (c) A photograph of the applicant                        |
| (d) A few words about the company you seek employment in |
| (e) Details of publications of the applicant             |

8) Which of the following *is/are* accepted conversation in 'small talk'?

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|--|
| (a) Oh, you have gained weight!  |
| (b) Hey you have quite a few grey hairs now, why don't you colour them?                            |
| (c) Hi, have you heard of the latest news about the Sri Lankan Cricket captain?                    |
| (d) Look, your brother looks very old for his age, why don't you ask him to do something about it? |
| (e) Hi, how is your son now?   |

9) Which of the following *is/are* accepted conversation in small talk between two people meeting for the first time?

- |  |
|--|
| (a) So you said that your wife is dead, what happened to her?              |
| (b) Oh, so you are working in a reputed company, how much do they pay you? |
| (c) Some religions are quite annoying aren't they?                         |
| (d) Look at that lady's attire! Extremely untidy isn't it?                 |
| (e) What a beautiful pair of sunglasses! Where did you buy them?           |

10) Which of the following sentence/s is/are **incorrect** regarding initiating an official phone call?

- (a) Speak fast so that you don't waste the time of both parties.
- (b) Check whether the person you call or intend to call is busy with something else and ask him/her when to call.
- (c) Slow down when saying a telephone number.
- (d) Organize your thoughts before you place your call.
- (e) Smile.

11) Which of the following is the **least interesting** way to **open** your speech on, *Kindness*?

- (a) Kindness is the language that the deaf can hear and the blind can see!
- (b) Good morning ladies and gentlemen, what is meant by, "kindness"?
- (c) Start with an emotional story that contributes to the main message of the speech
- (d) Relate a personal experience of yours that has a direct relationship to the topic
- (e) Start singing a part of an impactful song that contributes to the main goal of the speech

12) Which of the following is/are correct regarding pauses made during a public speech?

- (a) Make a short pause if you cannot remember the next part of your speech
- (b) Make a short pause after delivering an important point in your speech
- (c) Make a short pause after a humorous statement so that people have time to understand your joke and laugh
- (d) Make a short pause after each word spoken
- (e) Never make intentional pauses in your speech

13) Which of the following is **incorrect** about preparing for a speech ?

- (a) Study your audience
- (b) Understand that nervousness is normal and practise to overcome it
- (c) If you do not have a mock audience to rehearse, use a mirror
- (d) Find out what the other speakers plan to do and try to compete
- (e) Time your speech when you practise

14) Identify the correct statement/s regarding an *active listener*.

- I. S/he does not make judgments or jump into conclusions about the speech until it's over
- II. S/he brings up counter arguments during the speech.
- III. S/he uses body language to encourage the speaker.

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|-----------------------|-------------------------|-----------------------|
| (a) (I) Only          | (b) (II) Only           | (c) (I) and (II) Only |
| (d)(I) and (III) Only | (e) (I), (II) and (III) |                       |

15) Which of the following maybe consequences of not listening properly?

- I. Misunderstanding
- II. Losing the opportunity of gaining new knowledge
- III. Weak social/ personal relationships

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|-----------------------|-------------------------|-----------------------|
| (a) (I) Only          | (b) (II) Only           | (c) (I) and (II) Only |
| (d)(I) and (III) Only | (e) (I), (II) and (III) |                       |

**Questions 16- 25 are based on the following passage. Read the passage and carefully and answer the respective questions.**

The Amazon is the world's largest tropical rainforest. It covers an area of nearly 2.8 million square miles, which is nearly the size of the continent of Australia. The Amazon Rainforest gets its life from the majestic Amazon River, the world's second largest river, which runs directly through the heart of the region. The rainforest itself is simply the drainage basin for the river and its many tributaries. The forest itself consists of four layers, each featuring its own ecosystems and specially adapted plants and animals.

The forest floor is the lowest region. Since only two percent of the sunlight filters through the top layers to the understory, very few plants grow here. The forest floor, however, is rich with rotting vegetation and the bodies of dead organisms, which are quickly broken down into nutrients integrated into the soil. Tree roots stay close to these available nutrients and decomposers such as millipedes and earthworms use these nutrients for food.

The understory is the layer above the forest floor. Much like the forest floor, only about 2- 5 percent of the sunlight reaches this shadowy realm. Many of the plants in the understory have large, broad leaves to collect as much sunlight as possible. The understory is so thick that there is very little air movement. As a result, plants rely on insects and animals to pollinate their flowers.

The layer above the understory is the canopy. This is where much of the action in the rainforest occurs. Many canopy leaves have specially adapted leaves which form "drip tips". Drip tips allow water to flow off the leaves which prevents mosses, fungi, and lichens from occupying the leaves. Leaves in the canopy are very dense and filter about 80 percent of the sunlight. The canopy is where the wealth of the rainforest's fruits and flowers grow. Bromeliads, cup-like plants, provide drinking pools for animals and breeding locations for tree frogs.

The emergent layer is above the canopy, and is the top layer of the rainforest. Trees in the emergent layer break through the canopy and may reach heights of 200 feet. Leaves in the emergent layer are small and covered with a special wax to hold water. Seeds are blown to other parts of the forest. Trees which rise to the emergent layer are massive. Many are braced by huge buttress roots. Trunks can be 16 feet in circumference. Many animals that survive in the emergent layer never touch the ground.

Source: [http://mrnussbaum.com/readingcomp/amazon\\_details/](http://mrnussbaum.com/readingcomp/amazon_details/)

16) Which of the following is **not** a layer of the rainforest?

- (a) Understory
- (b) Canopy
- (c) Sub canopy
- (d) Emergent
- (e) Forest Floor

17) Which layer of the rainforest is right above the forest floor?

- (a) Understory
- (b) Canopy
- (c) Sub canopy
- (d) Emergent
- (e) Forest Floor

18) Most of the fruits and flowers of the rainforest grow in it.....

- (a) Understory
- (b) Canopy
- (c) Sub canopy
- (d) Emergent
- (e) Forest Floor

19) ..... provides drinking pools for animals and breeding locations for tree frogs.

- (a) Understory
- (b) Canopy
- (c) Sub canopy
- (d) Emergent
- (e) Forest Floor

20) Many trees in the ..... of the rainforest are braced by huge roots

- (a) Understory
- (b) Canopy
- (c) Sub canopy
- (d) Emergent Layer
- (e) Forest Floor

21) Animals that live in the ..... may never touch the ground.

- (a) Understory
- (b) Canopy
- (c) Sub canopy
- (d) Emergent Layer
- (e) Forest Floor

22) Find the word in the passage that gives a similar meaning to *rising*?

- (a) emergent
- (b) canopy
- (c) popping
- (d) buttress
- (e) massive

23) What is meant by *tributaries* in paragraph I?

- (a) Streams that flow to larger streams, rivers or other bodies of water
- (b) River deltas
- (c) Persons or nations that pay tribute
- (d) Paying or required to pay tribute
- (e) Water fountains

24) What is meant by *circumference* in the last paragraph?

- (a) Perimeter
- (b) Height
- (c) Width
- (d) Thickness
- (e) Area

25) Which of the following is the most appropriate summary of paragraph 3?

- (a) The understory is dark as less sunlight falls to this layer. It consists of plants with broad shady leaves where pollination is mainly done by insects.
- (b) Due to darkness in the understory, plants do not grow tall.
- (c) Wind does not blow through the understory of the rainforest. Therefore it depends on insects for pollination.
- (d) The understory is the layer above the forest floor. Only about 2- 5 percent of the sunlight reaches this shadowy realm. Many of the plants in the understory have large, broad leaves to collect sunlight.
- (e) The understory is a dark layer.

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