

COMM SKILLS PASSCO BY OHENEBA 4 NUGS



UNIVERSITY OF EDUCATION, WINNEBA
COLLEGE OF TECHNOLOGY EDUCATION, KUMASI
DEPARTMENT OF LANGUAGES EDUCATION

END OF FIRST SEMESTER EXAMINATION, 2019/2020

FIRST YEAR

GPD 111: Communication Skills

Dec. 2019

Time: 2 Hours

Candidate's Index Number: _____

Lecturer's Name: _____

INSTRUCTIONS TO CANDIDATES:

- i. There are 90 questions to this examination. Answer ALL questions on both the scannable paper and the question paper with HB pencil.
- ii. DO NOT LEAVE THE EXAMINATION HALL WITH THE QUESTION PAPER.
- iii. Write your index number and Lecturer's Name in the spaces provided above and make sure you have answered ALL questions.

1. Her mother, _____ is wearing the red suit, is the head of the company.
 - a. Who
 - b. Whom
 - c. Which
 - d. Whose
2. Three-fourth of the painting _____ the artist's muse.
 - a. To show
 - b. Show
 - c. Shows
 - d. Showing
3. Half an hour _____ too long when you are at the doctor.
 - a. Seem
 - b. Seems
 - c. Seeming
 - d. Have seem
4. Benjamin _____ my room for the last six hours.
 - a. Has been cleaning
 - b. Have being cleaning
 - c. Has being cleaning
 - d. Have been cleaning
5. Asilevi _____ on the project this time tomorrow
 - a. Would be working
 - b. Will been working
 - c. Will be working
 - d. Would been working

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6. Poisonous ferns _____ along the winding road to the red house.
a. grows
b. grow
c. has being grown
d. has been growing
7. We play better than _____.
a. Them
b. Her
c. Him
d. They
8. Let's _____ take a walk in the park.
a. You and I
b. Him and she
c. You and me
d. He and she
9. Kingsley didn't like _____ past me without saying hello.
a. he running
b. his running
c. him running
d. he to run
10. Sylvester chose _____ volunteered for the English project.
a. Who
b. Whom
c. Whoever
d. Whomever
11. To _____ are you talking?
a. Who
b. Whom
c. Which
d. Whoever
12. I believe the thief is _____.
a. Him
b. His
c. He
d. Her
13. You can select _____ you want.
a. Whoever
b. Whomever
c. Who
d. How
14. It was _____ at the marketing conference.
a. Her
b. Him
c. Them
d. She

Read the following and choose from the options below the types of sentences they are.

15. "My car is an old grey sedan with a broken trunk latch."
 - a. Simple
 - b. Compound
 - c. Complex
 - d. Compound-Complex
16. "Everybody cleared the dishes, turned off the lights and locked the door."
 - a. Simple
 - b. Compound
 - c. Complex
 - d. Compound-Complex
17. "Mona and kids finished off the punch and cookies."
 - a. Simple
 - b. Compound
 - c. Complex
 - d. Compound-Complex
18. "The cat is in the room and on the bed."
 - a. Simple
 - b. Compound
 - c. Complex
 - d. Compound-Complex
19. "I ate cake; similarly, she ate banana bread."
 - a. Simple
 - b. Compound
 - c. Complex
 - d. Compound-Complex
20. "As long as we cooperate, we can be released for ransom."
 - a. Simple
 - b. Compound
 - c. Complex
 - d. Compound-Complex
21. "I arrived before the restaurant opened."
 - a. Simple
 - b. Compound
 - c. Complex
 - d. Compound-Complex
22. Since I posted the letter, I had been checking my email account.
 - a. Simple
 - b. Compound
 - c. Complex
 - d. Compound-Complex
23. "All will be well providing you stay alert."
 - a. Simple
 - b. Compound
 - c. Complex
 - d. Compound-Complex

Identify the Parts of speech of the underlined words.

This research work is aimed at investigating the techniques that Chinua Achebe employs and critically reviewing his presentation of the African society and cultural values in his creative work; *Things Fall Apart*. African beliefs and cultural institutions represented offer insight to readers in a creative and aesthetic way that distinguishes the African novel from all others. The study examines how the African writer sets out to inform and project his society and culture in a stylish way that is critical and entertaining, educative and appealing.

24. Techniques
 - a. Noun
 - b. Adjective
 - c. Adjunct
 - d. Complement
25. Critically
 - a. Verb
 - b. Adverbial
 - c. Adverb
 - d. Conjunction
26. Cultural
 - a. Noun
 - b. Adjective
 - c. Adverbial
 - d. Conjunction
27. Project
 - a. Noun
 - b. Verb
 - c. Adjective
 - d. Adjunct
28. Stylish
 - a. Noun
 - b. Adverb
 - c. Adjective
 - d. Complement

Indicate the sentence patterns for the following sentences

29. At Six o'clock pm, most Ghanaians waited anxiously.
 - a. ASVO
 - b. ASVOA
 - c. SVAA
 - d. ASVA
30. The ladies were nurses in 2016 after graduation.
 - a. SVCAA
 - b. SVOA
 - c. SVAC
 - d. SVOCA

31. "While we were looking for an old scrapbook, we found a box of Indian-head pennies in an old attic trunk."
a. SVOOC
b. ASVOA
c. ASVOC
d. ASVOOC
32. "They tell the children stories."
a. SVA
b. SVO
c. SVOC
d. SVC
33. "An average person who lives in the Western Hemisphere eats about forty-five tons of food during his lifetime."
a. SAVOA
b. SAVOC
c. SVOC
d. SVOA
34. "The man painted the house blue."
a. SVOA
b. SVOC
c. SVO
d. SVC
35. "For his flight to Paris, Franklin, who sought no reward, won a prize."
a. SVO
b. SAVO
c. ASAVC
d. ASAV
36. "Cecilia made her intentions clear now."
a. SVOC
b. SVOCA
c. SVOAC
d. SVOOA
37. Which one of the following is **NOT** a principle for scanning?
a. The reader must have an idea about the item he is looking for
b. The reader must focus on only one or two items at a time
c. The reader must read the whole passage
d. The information that the reader is looking for must be a short one
38. New perspectives are discovered when the author _____ the work.
a. edits
b. proofreads
c. simmers
d. writes

39. A group of students were given a topic to write for an assignment. The students have to go through the following stages **EXCEPT** _____.
- drafting
 - prewriting
 - revision
 - submission
40. What type of reading do we find a reader being motivated to read a text properly?
- Browsing
 - Brainstorming
 - Drifting
 - Diving
41. This type of reading considers every aspect of the text as well as everything that goes to give meaning to the text.
- Intensive reading
 - Extensive reading
 - Close reading
 - Faster reading
42. In packaging our merchandize, Mike works faster than _____.
- Her
 - She
 - Them
 - Us
43. Between _____, she is not nice.
- You and I
 - He and She
 - You and Me
 - You and We
44. When a student reads to gather general knowledge about the world around him, what type of reading will that be?
- Intensive reading
 - Extensive reading
 - Close reading
 - Faster reading
45. Jonathan, _____ we all admire, rides well.
- Who
 - Whom
 - That
 - Which
46. Paragraphs can be distinguished according to the following **EXCEPT** _____.
- Function
 - Length
 - Position
 - Unity

47. ____ is a reading technique that aims at understanding and obtaining of a story or text.
- Close reading
 - Scanning
 - Skimming
 - Studying
48. The final step in the pre-writing stage of the writing process is ____.
- brainstorming
 - clustering
 - editing
 - outlining
49. The reading habit which refers to the practice of reading and going back immediately to read what you have already read is termed ____.
- Diving
 - Regression
 - Fixation
 - Psychological stress
50. Which of the following is **NOT** a feature of a good note?
- Descriptive
 - Readable
 - Reflects the source
 - Understandable
51. All the following are ways of writing notes **EXCEPT** ____.
- Detailing
 - Headline
 - Paraphrasing
 - Spidergram
52. Which of the following reading techniques is employed at the Survey Stage of the SQ4Rs Method?
- Browsing
 - Drifting
 - Scanning
 - Skimming
53. The concluding paragraph has the following functions **EXCEPT** ____.
- to introduce new research idea
 - to refer to cause or effect of issues
 - to summarize main ideas
 - to suggest solutions
54. ____ are to move the reader to make a particular choice or to take a particular course of action.
- Expository paragraphs
 - Mainstream paragraphs
 - Narrative paragraphs
 - Persuasive paragraphs

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55. Which of the following is **NOT** a negative reading habit?
- Fixation
 - Regression
 - Stress
 - Vocalization
56. The type of reading that is undertaken for academic and professional purposes is _____.
- Diving
 - Extensive reading
 - Faster reading
 - Intensive reading
57. Any paragraph that lacks Coherence would lack Unity.
- TRUE
 - FALSE

Read the sentence below and answer questions 57-62.

Predictably, a four-month old Justical gave her mother a toothless smile and gurgled with pleasure.

58. How old is Justical?
- Four-months
 - A four months
 - Four months
 - Four-month
59. What is the grammatical name of 'toothless'?
- Noun
 - Object
 - Adjective
 - Complement
60. What is the subject of the sentence?
- Predictably
 - Justical
 - A four-month old Justical
 - Predictably, a four-month old Justical
61. What grammatical name is given to the expression, 'with pleasure'?
- Prepositional phrase
 - Object
 - Adverb phrase
 - Adverbial phrase
62. Why is Justical's teeth described as 'toothless'?
- She has no teeth
 - She is very young
 - She has not cut teeth yet
 - She still feeds on breast milk.

63. How would you describe Justical?
- a. A baby
 - b. A mother's loving child
 - c. A happy child
 - d. A predictable baby
64. All the following are undiagrammatic way of making notes **EXCEPT**
- a. Summary
 - b. Paraphrasing
 - c. Outlining
 - d. Quotations
65. Selecting relevant points and recording them is termed as _____
- a. Notes writing
 - b. Notes taking
 - c. Notes making
 - d. Paraphrasing
66. Which of the following is **NOT** a strategy for making good notes _____
- a. Identify key words
 - b. Leave margins
 - c. Use abbreviations
 - d. Being verbose
67. One of the following is **NOT** an item considered during the skimming of a chapter.
- a. Heading
 - b. Topic sentences
 - c. Illustrations
 - d. Blurb
68. Which method of reading is employed when one wants to read for pleasure?
- a. Drifting
 - b. Browsing
 - c. Shallow reading
 - d. Close reading
69. When a reader's aim is to examine a text carefully, the reading method employed is
- a. Browsing
 - b. Extensive reading
 - c. Intensive reading
 - d. Close reading
70. The reading habit which refers to the practice of reading and going back immediately to read what you have already read is
- a. Diving
 - b. Regression
 - c. Psychological stress
 - d. Intensive reading

71. Which of the following is **NOT** part of the SQ4Rs?
- Read
 - Rehearse
 - Respond
 - Questionnaire
72. An effective communication begins with _____.
- Sender
 - Feedback
 - Idea
 - Audience
73. For a paragraph to be called effective, it must possess the following **EXCEPT** _____.
- Topic sentence
 - Adequate development
 - Unity
 - Coherence
74. When one expresses one's opinion about a text after examining and judging it carefully in detail, which of the following has the person performed?
- Recall
 - React
 - Revise
 - Survey
75. All the following are to be avoided when reading **EXCEPT** _____.
- Pointing at words
 - Exposure to much reading
 - Psychological stress
 - Deriving meanings of words
76. Regression may occur in all the following **EXCEPT** _____.
- Poor reading posture
 - Psychological stress
 - Divided attention
 - Faster reading
77. When writing doubles back and leap ahead, it is known as _____.
- Process of writing
 - Transitions
 - Recursive
 - Brainstorming
78. Which of the following is **NOT** considered at the pre-writing stage?
- Audience analysis
 - Purpose of writing
 - Statement of purpose
 - Clarity of expressions

79. Coherence can also be established through the use of the following **EXCEPT**
- a. the transitional keywords
 - b. the reference of pronoun
 - c. expressing an idea in a topic sentence
 - d. the use of the parallel structure
80. A cause and effect paragraph is considered as what type of paragraph?
- a. Narrative
 - b. Persuasive
 - c. Expository
 - d. Descriptive
81. The type of paragraph which lacks an explicit topic sentence but has a controlling idea is
- a. Emphatic
 - b. Periodic
 - c. Implied
 - d. Pivoted
82. Which of the following is a transition used in showing time?
- a. In view of
 - b. Particularly
 - c. In fact
 - d. Forthwith

Choose from the options below the statements which are unambiguous.

- 83.
- a. Napoleon saw the American Embassy flying over the airport building.
 - b. Having been written, Sylvester posted the letter.
 - c. I admired the sweater Cecilia was wearing with happy flowers.
 - d. The dealer sold the car with leather seats to the buyer.
- 84.
- a. Franklin will visit the court tomorrow
 - b. Kingsley bought a pen from the market yesterday.
 - c. Flying planes can be dangerous
 - d. We wished to purchase a travel package to Mexico
- 85.
- a. Lost in thought, the bus passed me by without stopping.
 - b. While walking, his feet hit a stone.
 - c. When the meat is sufficiently cooked, the next step is to add pepper.
 - d. When angry, one's pulse rate quickens
- 86.
- a. As a mother, you have to take care of your baby
 - b. Foreigners are hunting dogs.
 - c. Each of us saw her duck.
 - d. The passer-by helped dog bite victims.



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