

TAKORADI TECHNICAL UNIVERSITY
CENTRE FOR LANGUAGES AND LIBERAL STUDIES
FIRST SEMESTER EXAMINATIONS - 2020/2021

PROGRAMME	BACHELOR OF TECHNOLOGY 1 4YEAR BTECH - ALL PROGRAMMES
COURSE TITLE/ CODE	COMMUNICATION SKILLS BSC 311
TIME ALLOWED	2 HOURS
INSTRUCTIONS	ANSWER ALL QUESTIONS IN SECTION A AND ANY OTHER TWO QUESTIONS IN SECTION B

SECTION A- ANSWER ALL QUESTIONS IN THIS SECTION

(I)

Rewrite the following sentences by removing all forms of ambiguity and dangling modifications.

1. I saw a lady on the stage with red lips.
2. The rider was thrown down by the horse wearing red boots.
3. The bags are being sold by the woman in the box.
4. My grandmother has purchased a new pen.
5. The thieves chased the woman into the restaurant with a brown bag.
6. The lady took the television from the box and destroyed it.
7. While sobbing, the sad movie ended and the lights came on.
8. The tourists looked at the trees with smiles.
9. Before answering the door, the phone rang.
10. We killed a snake under the tree with sharp teeth.

(20marks)

(II)

From the words in the brackets, select the one which will correctly complete each sentence.

(PROVIDE ONLY THE ANSWERS)

1. The secretary, as well as her assistants, (handle / handles) each contract awarded to the company.
2. All of the spaghetti dishes (taste/ tastes) too spicy.
3. Either the chefs or the waitress (accept / accepts) these newly-assigned responsibilities.
4. The chairman and director (seeks / seek) for utmost diligence.
5. Measles (is/are) a deadly disease.
6. A period of two years in the school (has/have) made me a highly competent teacher.
7. The number of graduates (is/are) increasing every year.
8. An analysis of the qualities of school leavers of today and those of the past (show/shows) a disturbing fall in standards.
9. Every community (wishes/wish) to have at least one secondary school.
10. Nobody (want /wants) to lose in an election.

(20 marks)

(III)

Re-write the following paragraph correcting and providing all the punctuation marks and needed capitalizations.

Mr. Shandorf's attitude to life should be emulated by everybody in 2019 he invested fifty thousand cedis in citrus punch company two years later the company's shares started depreciating. Mr. Shandorf could retrieve only half of the money he had initially put into the company. However, Mr. Thompson who stayed on with the company lost all his investment because the company eventually went totally bankrupt it is worth noting that while in the university Mr. Shandorf had also remarked I believe in the philosophy of acting promptly and striking elsewhere. Mr. Shandorf had also read a book entitled never despair in life which really change his thinking the lesson to learn is this :when we lose out on some venture that should not spell doom for us

SECTION B-ANSWER ANY TWO QUESTIONS FROM THIS SECTION

QUESTION 1

- (a) Explain the three types of communication.
- (b) In your own words, define communication

(15 marks)
(5marks)

QUESTION 2

There are **six** different stages of communication that exist between the sender and the receiver. Outline and explain each of them.

(20marks)

QUESTION 3

- (a) List and explain any three (3) methods you will adopt when you want to read. **(15 marks)**
- (b) Define the term reading. **(5 marks)**

QUESTION 4

Indicate the clausal elements (sentence patterns) in the following sentences.

Example: Mary is beautiful

S V C

1. Kwame gave Mary a book on her birthday.
2. Amazingly, the old professor died yesterday.
3. The young man looked courageous.
4. On Thursday James bought a new car.
5. My brother is a teacher.

Write a sentence each to indicate the following sentence patterns

6. SVOC
7. ASVOA
8. SVC
9. VAA
10. SV

(20 marks)