



RAN - 1903000203010002



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S.Y.B.Sc. (Sem. III) Examination

March - 2023

Written and Spoken Communication Skills

સૂચના : / Instructions

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નીચે દર્શાવેલ નિશાનીવાળી વિગતો ઉત્તરવહી પર અવશ્ય લખવી.
Fill up strictly the details of signs on your answer book

Name of the Examination:

S.Y.B.Sc. (Sem. III)

Name of the Subject :

Written and Spoken Communication Skills

Subject Code No.: **1903000203010002**

Seat No.:

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Student's Signature

- (2) All the questions are compulsory to attempt.
- (3) Each question consists of 01 mark.
- (4) There are total 50 questions.

***O.M.R. Sheet ભરવા અંગેની અગત્યની સૂચનાઓ આપેલ
O.M.R. Sheetની પાછળ છાપેલ છે.***

***Important instructions to fillup O.M.R. Sheet
are given on back side of the provided O.M.R. Sheet.***

SET - II

1. Why is it important to listen to our customers and clients?
 - a) To establish good reputation in the market through customers.
 - b) To attract more and more customers.
 - c) To run the business smoothly.
 - d) All of these.

2. When somebody speaks, we must...
 - a) Argue.
 - b) Listen.
 - c) Tell our doubts.
 - d) Empathize with them.

3. Which of the following is an important trait for building an excellent team work skill?
 - a) Appreciate others for their contribution.
 - b) Not allowing others into decision making task.
 - c) Continuously giving negative feedback.
 - d) Discouraging others for poor performance.

4. You should _____ maintain an appropriate distance from the speaker.
 - a) Always
 - b) Try to
 - c) Never
 - d) Sometimes

5. Which of the following description suits best to the definition of submissiveness?
 - a) To be aggressive.
 - b) To have an assertive behavior
 - c) To be persuading somehow
 - d) To agreeing to everything at the cost of pain to oneself.

6. As a leader of the team, you should...
 - a) Create collaborative goals.
 - b) Celebrate success of teammates.
 - c) Foster open and honest communication.
 - d) All of the above.

7. What kind of answer turns away anger?
 - a) Abrupt
 - b) Rude
 - c) soft
 - d) Bright

8. The author of the story "The boy who broke the bank" is ...
 - a) Ruskin Bond.
 - b) Mark Twain.
 - c) Nicolas Spark.
 - d) William Barrett.

17. What kind of tone should be maintained while making an inquiry?
 a) Arrogant and loud. b) Clear and polite.
 c) Confusing and loud. d) Disrespectful but clear.
18. How often do you go to the gym?" what is the purpose of this inquiry?
 a) To know the timing. b) To know the purpose.
 c) To know the frequency. d) To know dates.
19. One of the following cannot be used for interrupting someone.
 a) Pardon me. b) Are you free for a minute?
 c) Could I interrupt? d) Listen to what I have to say.
20. A limited narrator has a/an _____.
 a) Access to all the actions. b) Access to the initial chapters only.
 c) Restricted view of all the events. d) Restricted to the past events only
21. Fairy tales are narratives where the plot typically begins with _____.
 a) With a sentence "Once upon a time..."
 b) With a personal description.
 c) With some sequence of activity.
 d) With some brain storming activities.
22. Novels and dramas can be entitled as a form of _____.
 a) Poetry writing b) Letter writing
 c) Narrative writing d) Review writing
23. _____ is the use of written and spoken commentary to convey a story to an audience.
 a) Report writing b) Essay writing
 c) Poetry writing d) Narrative writing
24. What is a narrative?
 a) A story b) Poetry
 c) A biography d) A research project
25. What kind of advisory is included in the conclusion of a film review?
 a) A Summary b) A must watch/ ignore
 c) Cinematography d) Editing
26. How many pages a book review consists?
 a) 4-5 typed pages b) 14 -15 typed pages
 c) Both A & B d) None of the above

34. _____ Summarizes the methods of data collection and methods of investigation.
- a) Introduction.
 - b) Discussion.
 - c) Conclusion.
 - d) Methodology.
35. Sales reports, annual reports, inspection reports, evaluation reports, Audit reports are the example of _____ reports?
- a) Personal
 - b) Business.
 - c) Lab
 - d) Inspection
36. The purpose of the report is to_____.
- a) Inform the reader.
 - b) Communicate with the reader.
 - c) Send greetings.
 - d) Exchange ideas.
37. Which of these is not an important guideline for writing media reports ?
- a) Cut out the flab.
 - b) Avoid complex sentence structures.
 - c) Use unclear language, and difficult words.
 - d) Be direct.
38. What is "front loading" style of writing?
- a) Giving out the background information first.
 - b) Giving out the sources of the report.
 - c) Giving the conclusion in the middle of the report.
 - d) Giving all the important information first and directly.
39. _____ is not a type of report.
- a) Routine reports.
 - b) Research reports.
 - c) Technical reports.
 - d) Analysis reports.
40. In a report acknowledgement means what?
- a) To show gratitude.
 - b) To write introduction.
 - c) To present charts.
 - d) To show references
41. The meaning of "cassock" is...
- a) A garment for children visiting the church.
 - b) A clothing piece with embroidery.
 - c) A piece of clothing worn by Christians to protect from negative energy.
 - d) A full-length garment worn by certain Christian clergy, members of church choirs, and others having an office or role in a church.

SPACE FOR ROUGH WORK