

(8 pages)

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M.Sc. (CBCS) DEGREE EXAMINATION,
NOVEMBER 2023.

First Semester

Effective Communication in English – Core

EFFECTIVE COMMUNICATION IN ENGLISH

(For those who joined in July 2023 onwards)

Time : Three hours

Maximum : 75 marks

PART A — (15 × 1 = 15 marks)

Answer ALL questions, Choose the correct answer

1. An effective way to maintain an audience's attention during a speech is by using:
 - (a) Excessive hand gestures
 - (b) Long and complex sentences
 - (c) Emotional storytelling
 - (d) Technical jargon and complex language

2. Which of the following is an example of nonverbal communication during a speech?
 - (a) Tone of voice
 - (b) Hand gestures
 - (c) Facial expressions
 - (d) All of the above
3. Which of the following is a common mistake to avoid when delivering a speech?
 - (a) Reading directly from slides or notes without making eye contact
 - (b) Speaking too softly and with limited projection
 - (c) Rushing through the speech without pauses or breaks
 - (d) All of the above
4. Public speaking skills are valuable in which of the following areas?
 - (a) Academic presentations
 - (b) Business meetings
 - (c) Social interactions
 - (d) All of the above
5. What is the purpose of establishing ground rules before a group discussion?
 - (a) To set expectations and norms
 - (b) To enforce hierarchy within the group
 - (c) To limit creativity and innovation
 - (d) Allowing one participant to dominate the discussion.

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6. What is the primary advantage of brainstorming in a group discussion?
- (a) Generating a wide range of ideas
 - (b) Encouraging competition among members
 - (c) Focusing on a single perspective
 - (d) Estimating the time required for a discussion
7. Which of the following techniques can improve active listening in a group discussion?
- (a) Nodding and maintaining eye contact
 - (b) Interrupting others frequently
 - (c) Focusing on personal opinions only
 - (d) Staying silent throughout the discussion
8. Which of the following roles should be avoided in a group discussion?
- (a) Telling others what to do
 - (b) Encouraging equal participation
 - (c) Providing constructive feedback
 - (d) Promoting a healthy and respectful environment.
9. How can members of a group discussion encourage equal participation?
- (a) Practicing active listening
 - (b) Dominating the conversation
 - (c) Ignoring others' opinions
 - (d) Forming subgroups within the discussion

10. Which kind of interview includes a process in which the employability of the job applicant is evaluated?
- (a) Stress interview
 - (b) Screening interview
 - (c) Group interview
 - (d) Behavioural interview
11. What is the purpose of a case interview?
- (a) Assess a candidate's analytical and problem-solving skills
 - (b) Evaluate a candidate's physical fitness for the job
 - (c) Understand a candidate's leadership abilities
 - (d) Test a candidate's knowledge of industry regulations
12. How should you dress for an interview?
- (a) Casual attire to show your authenticity
 - (b) Business casual attire to appear relaxed
 - (c) Formal business attire to make a professional impression
 - (d) Any clothing that makes you feel comfortable.



13. Which of the following is NOT a key component of a well-written paragraph?
- (a) Unity (b) Coherence
(c) Length (d) Support
14. Which of the following would be the best transition word to use at the beginning of a paragraph to show a cause-and-effect relationship?
- (a) Therefore (b) Consequently
(c) In addition (d) However
15. What is the purpose of a CV?
- (a) To list your professional references.
(b) To showcase your skills, experience and qualifications.
(c) To provide a summary of your personal interests and hobbies.
(d) To demonstrate your social media presence

PART B — (5 × 4 = 20 marks)

Answer ALL questions, choosing either (a) or (b).
Each answer should not exceed 250 words.

16. (a) How does effective public speaking impact the success of leader in a professional setting?
- Or
- (b) In what ways can technology be used to support and enhance public speaking presentations?

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17. (a) What are the benefits and challenges of working in diverse groups? How can diversity within a group enhance Problem-solving and innovations?

Or

- (b) What factors contribute to effective and meaningful group discussions?
18. (a) How should you prepare for a behavioural interview?

Or

- (b) What are the common pitfalls to avoid during an interview?
19. (a) What are some strategies for developing strong topic sentences in paragraphs.

Or

- (b) What is the purpose of report writing and what are its main objectives?
20. (a) What are the key elements that need to be include in a CV?

Or

- (b) How can you use transition words and phrases to enhance the flow and coherence of your paragraphs?

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PART C — (5 × 8 = 40 marks)

Answer ALL questions, choosing either (a) or (b)

Each answer should not exceed 600 words.

21. (a) What are some strategies for overcoming nervousness and building confidence in public speaking?

Or

- (b) What are some key tips for preparing and organizing your thoughts before delivering a speech?

22. (a) Discuss the importance of effective communication in a group setting. How does effective communication influence the outcome of group discussions and decision-making processes?

Or

- (b) Analyze the concept of conflicts within group discussions. How can conflicts be effectively managed and resolved to maintain a positive and productive group atmosphere.

23. (a) How has the interview process evolved over the years, and what impacts have technology had on this evolution?

Or

- (b) What are different types of interviews used in the hiring process, such as behavioural, situational, and panel interviews, and how do they differ in their approach and purpose.

24. (a) What are the key elements of well-written paragraph? Discuss the importance of having a clear topic sentence, supporting details, and a concluding sentence.

Or

- (b) Explain how to write a Research Article?

25. (a) Write a sample CV for the post of Data Analyst in an MNC.

Or

- (b) Analyze the role of leadership within group discussion. What are the key qualities and skills required to be an effective leader during group interactions?

