#### ADVANCED ENGLISH COMMUNICATION SKILLS

#### 2<sup>nd</sup> Semester ECAP200

#### Unit 1: Self-Assessment 01

1. Which one of the following is NOT an element of Gustav Freytag Model?

- C Exposition
- Chorus
- C Rising Action
- Climax

2. Which one of the following is NOT an example of type of literary GENRE?

- Research thesis
- O Historical fiction
- Mystery
- Thriller

3. Which one of the following is NOT a characteristic of GENRE?

- makes writing more colorful
- Presents a mode for organization and classification of writing
- provides a guidepost for orienting readers to a text
- <sup>O</sup> offers a platform for meeting and meaning places where writers and readers come together
- 4. Which one of the following is NOT a trait of literary FICTION?
- <sup>O</sup> writing meant to entertain or convey author's point of view
- follows a detective solving a case from start to finish
- <sup>©</sup> includes political criticism, social commentary and philosophical reflections on humanity
- remains largely character-driven, as opposed to being plot-driven, and follows character's inner story

5. Which one of the following is NOT a trait of HORROR?

- <sup>O</sup> meant to scare, startle, shock, and even repulse readers
- turns reader into a detective, game of guessing
- <sup>O</sup> focuses on themes of death, demons, evil spirits, and the afterlife
- Preys on fears with scary beings like ghosts, vampires, werewolves, witches, and monsters
- 6. Which one of the following is NOT an element of Alice Adam ABDCE Model?
- Action

#### Chorus

C Background

C Development

7. Which one of the following is NOT an example of type of literary GENRE?

# Dissertation report

- C Science fiction
- Fantasy
- O Dystopia

8. Which one of the following is NOT a characteristic of GENRE?

### makes writing more monochromatic

helps readers to anticipate what they are likely to find in a composition

<sup>o</sup> reflects how characters act, react, and interact in a given situations/ambience

- provides reader a set of strategies for analyzing and interpreting a composition
  9. Which one of the following is NOT a trait of BILDUNGSROMAN?
- <sup>C</sup> character shows psychological and moral growth from youth into adulthood

# centers around love stories between two individuals

- also known as "a novel of formation"
- also known as "a novel of education"
- 10. Which one of the following is NOT a trait of FANTASY?
- inspired by mythology and folklore

# mostly sets the plot in a surveillance state with autocratic leadership

- often includes elements of magic
- attracts both children and adults
- 11. Which one of the following is NOT an element of Gustav Freytag Model?
- Exposition

### • Chorus

- Rising Action
- Climax

12. Which one of the following is NOT an example of type of literary GENRE?

- Research thesis
- Historical fiction
- O Mystery

• Thriller

13. Which one of the following is NOT a characteristic of GENRE?

#### makes writing more colorful

- Presents a mode for organization and classification of writing
- Provides a guidepost for orienting readers to a text

offers a platform for meeting and meaning places where writers and readers come together

#### Unit 2: Self-Assessment 02

1. Which one of the following is NOT a characteristic of SCHEMATA?

• indicates storage of knowledge in abstract structures

# helps very little in widening the world view

- Provides understanding about interlinked characteristics
- <sup>o</sup> registers socio-cognitive experiences into memory
- 2. Which one of the following is NOT a characteristic of SCHEMATA?

### underlines importance of cramming

presents automatic recall of relevant knowledge

- <sup>©</sup> represents an individualized manner of organization & retention of information
- equates to sum-total of our understanding

3. Which one of the following is NOT an element of ACTIVATING background knowledge as comprehension strategy?

### discards importance of contextual background

- results in invocation of schemata
- makes text-to-self connection
- <sup>O</sup> makes text-to-world connection

4. Which one of the following is NOT an element of ACTIVATING background knowledge as comprehension strategy?

<sup>O</sup> gets an answer to the question: What do we already know?

# gets an answer to the question: Does learning have any significance?

- gets an answer to the question: What do we wonder about?
- gets an answer to the question: What did we learn?

5. Which one of the following is NOT an element of using SENSORY images as comprehension strategy?

• Using sensory receptors: sight & smell

### • Using parts of speech: noun & preposition

- <sup>O</sup> Using sensory receptors: taste & touch
- <sup>O</sup> Using figures of speech: similes & metaphors

6. Which one of the following is NOT a type of METACOGNITION?

Content knowledge

### • Blankness of thought

- Task knowledge
- Strategic knowledge

7. Which one of the following is NOT an importance of metacognition for reading comprehension?

### underlines importance of cramming

- identifying what one already knows
- articulating what one has already learnt
- setting goals and monitoring own progress

8. Which one of the following is NOT an importance of metacognition for reading comprehension?

- underlines importance of cramming
- identifying what one already knows
- articulating what one has already learnt
- <sup>o</sup> setting goals and monitoring own progress
- 9. Which one of the following is NOT an element of IRE model in comprehension strategy?

### • students giving feedback on the teaching style

- teacher initiating a question
- student responding to a question
- teacher evaluating an answer

10. Which one of the following is NOT an element of question MATRIX in comprehension strategy?

- Questions asked before reading a text
- One should never raise a question
- Questions asked while reading a text
- Questions asked after reading a text

11. Which one of the following is NOT an element of making predictions and inferences as part of COMPREHENSION STRATEGY?

- predicting futuristic hypothesis
- ignoring text embedded cues while reading
- Iooking back while drawing conclusion
- <sup>O</sup> appealing to reader's sense of adventure and challenge
- 12. Which one of the following is NOT a component of BLOOM'S taxonomy?
- C Remember
- Background
- Understand
- Evaluate
- 13. Which one of the following is NOT a component of BLOOM'S taxonomy?
- C Remember
- Background
- O Understand
- C Evaluate

14. Which one of the following is NOT a characteristic of MAIN IDEAS determination as a comprehension strategy?

### underlining importance of cramming

- using main ideas to develop schemas
- using base structure as a bedrock
- answering purpose of reading

15. Which one of the following is NOT an element of SELF-MONITORING as a comprehension strategy?

- giving feedback on the choice of teacher
- raising conscious awareness
- trying to visualize the content
- making a prediction

# 16. Which one of the following is NOT an element of SELF-MONITORING as a comprehension strategy?

- Asking new questions
- Avoiding difficult questions

- Making a prediction
- Asking someone for help

17. Which one of the following is NOT an element of SYNTHESIZING as a comprehension strategy?

- putting together main ideas
- ignoring cues embedded in the text
- <sup>O</sup> shedding light on the significance of texts from reader's viewpoint
- Providing information alongside interpretation

#### Unit 3: Self-Assessment 03

1. Which one of the following is NOT a type of NON-LINGUISTIC content?

- Bar graph
- Novella
- C Line chart
- Pie chart

2. Which one of the following is NOT a characteristic of BAR GRAPH while reading and interpreting it as a non-linguistic text?

# width of the bar varies with data values

- pictorial representation in the form of bars/buildings on graph
- horizontal axis known as x-axis contains item denomination
- value of the data represented is given by height/length of the bars

3. Which one of the following is NOT a characteristic of LINE CHART while reading and interpreting it as a non-linguistic text?

not an ideal option for predicting trend line based on given values

<sup>o</sup> formed by connecting the uppermost point of the bars in a line

- horizontal axis known as x-axis representing time denomination
- <sup>O</sup> ideal for predicting trend line based on given values

4. Which one of the following is NOT a characteristic of TABULAR DATA while reading and interpreting it as a non-linguistic text?

- systematic arrangement of rows and columns
- difficult to use statistical tools on tabular data
- <sup>C</sup> column: values running from top to bottom

row: layers of values corresponding to column headings

5. Which one of the following is NOT a characteristic of TABULAR DATA while reading and interpreting it as a non-linguistic text?

• systematic arrangement of rows and columns

### difficult to use statistical tools on tabular data

column: values running from top to bottom

row: layers of values corresponding to column headings

6. Which one of the following is NOT a characteristic of PIE CHART while reading and interpreting it as a non-linguistic text?

<sup>O</sup> data is presented in the form of a circle

# • resembles a football ground

• compares parts to the whole

Shows break-up of one continuous variable into its parts

7. Which one of the following is NOT a type of NON-LINGUISTIC content?

Venn diagram

• Shakespearean drama

C Timeline chart

• Tree diagram

8. Which one of the following is NOT a characteristic of VENN DIAGRAM while reading and interpreting it as a non-linguistic text?

# common elements of the sets are never discovered through Venn diagram

illustration that uses circles to show the relationships among things

<sup>O</sup> diagram representing mathematical or logical sets pictorially as circles or closed curves

• visual representation of similarities

9. Which one of the following is NOT a characteristic of TIMELINE CHART while reading and interpreting it as a non-linguistic text?

does not provide visual rendition of a series of events

<sup>C</sup> chart or graph that visually depicts a series of events happened over a period of time

conceptualizing a process or a sequence of events becomes easy

<sup>C</sup> can be created for anything that occurred over a period of time

10. Which one of the following is NOT a characteristic of TREE DIAGRAM while reading and interpreting it as a non-linguistic text?

<sup>O</sup> uses tree analogy: stem, branches, sub branches

cannot be used to describe any hierarchical structure

### illustrates a family structure

<sup>C</sup> cites those potential outcomes in an organized way

11. Which one of the following is NOT a characteristic of DIAGRAM or FIGURE while reading and interpreting it as a non-linguistic text?

provides visual representation

# remains visually less appealing

<sup>O</sup> furnishes abstract information rather than quantitative data

building blocks of geometrical shapes remain connected by lines or other visual links
 12. Which one of the following is NOT a characteristic of DIAGRAM or FIGURE while reading and interpreting it as a non-linguistic text?

provides visual representation

remains visually less appealing

furnishes abstract information rather than quantitative data

<sup>©</sup> building blocks of geometrical shapes remain connected by lines or other visual links

#### Unit 4: Self-Assessment 04

1. Which one of the following is NOT a type of EVALUATION?

Summative

### • Self-attestation

Formative

Diagnostic

2. Which one of the following is NOT a function of CLOZE TEST while reading and understanding incomplete text?

### assesses candidate's oratorical skills

• assesses candidate's skills in vocabulary

• assesses candidate's skills in grammar

assesses candidate's skills in logical reasoning

3. Which one of the following is NOT a synonymous name for CLOZE TEST while reading and understanding incomplete text?

### • Parajumbles

• Rapid fillers

• Fill in the blanks

• Sentence completion

4. Which one of the following is NOT a strategy to solve CLOZE TEST while reading and understanding incomplete text?

• try reading entire passage to draw a general idea

### ignore reading the entire passage

make prediction of the word category to fill in

• try filling up blanks wherever one finds it easy

5. Which one of the following is NOT a strategy to solve CLOZE TEST while reading and understanding incomplete text?

<sup>C</sup> skip options where one comes across some confusion and handle that later

# randomly make a choice for a right answer whenever in doubt

Practice is the key element as more you solve, the easier it becomes

• analyse options for appropriacy

6. Which one of the following is NOT a principle of EVALUATION?

O determining what is to be evaluated

• using a single technique is the best way forward for comprehensive evaluation

• selecting evaluation techniques mapping with purpose

<sup>O</sup> assessing strengths & limitations of a technique

7. Which one of the following is NOT a procedural STEP while reading and understanding incomplete text?

### • leaving it to guesswork

• determining what is to be evaluated

Selecting evaluation techniques mapping with purpose

• targeting variety of techniques for comprehensive evaluation

8. Which one of the following is NOT a proper idea in SELECTION of evaluation techniques while reading and understanding incomplete text?

should not focus on technique, guess work should be encouraged

Should look for technique appropriacy

<sup>©</sup> should determine whether it is subjective or object text

Should determine whether it is short or detailed text

9. Which one of the following is NOT a proper idea in TARGETTING evaluation techniques while reading and understanding incomplete text?

• covering all aspects of pupil evaluation

ignore matching with contextual reference of content

<sup>O</sup> aligning with variety of instructional objectives

<sup>O</sup> deploying different types enhancing arch of evaluation

10. Which one of the following is NOT a proper idea in ASSESSING strength & limitations of evaluation techniques while reading and understanding incomplete text?

<sup>C</sup> raise awareness about various strengths of a technique

• outcome driven remedial actions are not important

O understand inherent weakness of a technique

<sup>O</sup> understand shortcoming of a technique as and when it comes to notice

### Unit 5: Self-Assessment 05

1. Which one of the following is NOT an element covered under the heading ACADEMIC CONVENTIONS while analysing an essay topic?

Introduction should conform to analogies of placing hook in the very beginning and thesis statement in the end

• Academic conventions expect the writer to be as creative as possible where set formats need to be bypassed

Composition of a paragraph should observe the idea of topic sentence followed by supporting details

Conclusion paragraph should not bring forth any new piece of information

2. Which one of the following is NOT a characteristic of ANALYSIS while making a commentary on any essay topic?

# skimming essay content results in a complete analysis

- breaking down a topic into components
- O looking for relationships amongst them
- understanding each component's contribution

3. Which one of the following is NOT a characteristic of DESCRIPTIVE essay type while analysing it?

# based on mathematical and statistical data

• based on description

- expressing salient characteristics
- <sup>O</sup> should inform the reader more about the topic

4. Which one of the following is NOT a characteristic of ANALYTICAL essay type while analysing it?

<sup>O</sup> breaking-down topic into its components

# • observing a topic to be a monolith which cannot be broken into components

- <sup>O</sup> finding relationship, if any, amongst components of a topic
- establishing the strength of relationship amongst components of a topic

5. Which one of the following is NOT a characteristic of ANALYTICAL essay type while analysing it?

<sup>O</sup> breaking-down topic into its components

# observing a topic to be a monolith which cannot be broken into components

- <sup>O</sup> finding relationship, if any, amongst components of a topic
- establishing the strength of relationship amongst components of a topic

6. Which one of the following is NOT a characteristic of INTERPRETATION essay type while analysing it?

to explore assumptions vis-à-vis essay topic

#### to make as much of a liberal guess as possible

to assess available information in order to arrive on a conclusion

- to validate conclusion with suitable evidence, data, ideas etc.
- 7. Which one of the following is NOT an element covered under the heading RAISING READABILITY quotient while analysing a report?
- Connectors

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- Fragmented composition
- Transition markers
- Discourse markers

8. Which one of the following is NOT a characteristic of ANALYSIS while making a commentary on any report?

### ignoring each component's contribution

- <sup>O</sup> breaking down a topic into components
- <sup>O</sup> understanding each component's contribution
- Iooking for relationships amongst them
- 9. Which one of the following is NOT part of DEFINITION of a report?

### • never keeps any intended audience in mind

- piece of informative writing
- result of an investigation and thorough enquiry
- follows an iterative process

10. Which one of the following is NOT a genuine EXPECTATION from a student writing a report?

• exploring functions of different segments

# writing beyond the purview of instruction words

C describing relationship between instructions and structure of a response

• dealing consistently within the terms & discipline of report

11. Which one of the following is NOT an element of a REPORT?

### • Abstract, introduction

# Writer's wishes and personal opinions

- Aims, objectives, hypothesis
- <sup>C</sup> Conclusions, findings and appendices

### Unit 6: Self-Assessment 06

- 1. Which one of the following is NOT a strategy in IMPROVING writing while editing a draft?
- <sup>O</sup> make use of concrete subjects and verbs

# • use as many adverbs and adjectives as possible

- avoid using jargon
- <sup>O</sup> use significant number of transition markers
- 2. Which one of the following is NOT a characteristic component while EDITING first draft?

### • word limit can be always ignored

- fix formatting errors first
- Iay focus on beginning & ending
- rearrange sections where ever necessary
- 3. Which one of the following is NOT part of definition of FIRST DRAFT?

### first draft is always better than the published one

- a natural step in organic progression of a manuscript
- <sup>O</sup> refers to a need to sculpt, refine, & alter manuscript
- <sup>O</sup> underlines the importance of self-editing skills

# 4. Which one of the following is NOT a focus element while fixing FORMATTING of manuscript's first draft?

- <sup>O</sup> indentation, header and footer
- transition markers & connectors
- font type, font size & line spacing

<sup>O</sup> numbering of pages, topics & subtopics

5. Which one of the following is NOT an element of PROOFREADING a manuscript while editing first draft?

- checking spelling errors
- Iaying hook in the middle
- correcting grammar mistakes
- <sup>©</sup> fulfilling reader's expectation

6. Which one of the following is NOT a strategy in IMPROVING writing while editing a draft?

- varying structure of sentences
- placing the most dramatic material at any place one likes
- maintaining parallelism in syntax
- ensuring unambiguous antecedent of pronouns

7. Which one of the following is NOT a characteristic component while preparing FINAL DRAFT?

### • to skip proofread as it consumes significant time

- to focus on submission guidelines
- to lay focus on beginning, middle & ending
- <sup>C</sup> to rearrange sections where ever necessary
- 8. Which one of the following is NOT part of definition of FINAL DRAFT?
- final draft is always less in quality than first draft
- error-free draft
- well-formatted manuscript
- ready for publication
- 9. Which one of the following is NOT part of TO DO list while formatting manuscript's FINAL DRAFT?
- to clearly state thesis statement
- to provide insufficient evidence in a paragraph for supporting topic sentence
- to ensure introduction must draw reader's attention
- to complete representation of an idea in a given paragraph

10. Which one of the following is NOT part of TO DON'T list while formatting manuscript's FINAL DRAFT?

- To avoid immediately attempting final draft
- <sup>C</sup> To avoid over relying on automatic spell & grammar checkers
- <sup>C</sup> To avoid considering proofreading for the last minute
- To keep all kinds of sentences: complete & incomplete

### Unit 7: Self-Assessment 07

1. Which one of the following is NOT a type of ACADEMIC WRITING?

O Descriptive

### Historical Fiction

### Analytical

Critical

2. Which one of the following is NOT a characteristic component of RE-DRAFT prepared with a different perspective?

### Skips proofreading as it remains a time-consuming activity

- represents a stage in a continual writing process
- improves overall quality quotient
- <sup>C</sup> relooks into individual arguments as part of composite whole

3. Which one of the following is NOT a part of definition of RE-DRAFT prepared with a different perspective?

# • ignores emergence of fresh perspective(s)

- amounts to shifting or rearrangement of sentences/paragraphs
- deletes redundant elements
- results in revision and should not be confused with proofreading

4. Which one of the following is NOT part of CHECKLIST while re-drafting a manuscript with a different perspective?

### • Test of comprehensiveness

### • New findings can easily be excluded

- Ensure admittance of updated knowledge
- Compliance to planned objectives & outcomes

5. Which one of the following is NOT part of FUNCTIONAL TIPS while writing re-draft of a manuscript?

- To use forceful verbs by replacing long verb phrases with a specific one
- <sup>C</sup> To look for replacement words in repeated use cases
- <sup>C</sup> To offer sentence variety as much as possible

### To keep repeating a particular word as Thesaurus use is time-consuming

#### 1. Which one of the following is NOT a meaning of FIGURES OF SPEECH?

C Tool of figurative expression

# Monochromatic writing impression

Indicates connotative meaning

• Helps in creative writing

2. Which one of the following is NOT a TYPE of figures of speech discovered/realized while summarizing any PROSE?

### Ampersand

Antithesis

Alliteration

Aphorism

3. Which one of the following is NOT a TYPE of figures of speech discovered/realized while summarizing any PROSE?

### • Ampersand

Antithesis

Alliteration

Aphorism

O

4. Which one of the following is NOT a part of PREVIEW & READ process while summarizing any PROSE?

to skim through the passage like any leisure reading

• to read each of the paragraphs closely

• to interpret text's tone

• to reread for unravelling layers of meaning

5. Which one of the following is NOT a part of making LIST or OUTLINE process while summarizing any PROSE?

• to determine main ideas

• to focus more on number rather than merit of ideas

• to identify supporting details

to make a meaningful connection between all the ideas

6. Which one of the following is NOT part of writing SUMMARY of any PROSE?

- to start by providing a prefatory glance
- to follow academic conventions of writing
- to list main ideas in a sequence

# • to ignore embedding important phrases from the original prose text

7. Which one of the following is NOT a functional purpose of FIGURES OF SPEECH?

• Ornamentation

Making emotion-deficient composition

- O Meaning additives
- C Tangibility of abstract ideas

8. Which one of the following is NOT a TYPE of figures of speech discovered/realized while summarizing any PROSE?

### Adverb

Asyndeton

- Hyperbole
- C Litotes

9. Which one of the following is NOT a TYPE of figures of speech discovered/realized while summarizing any PROSE?

Adverb

Asyndeton

O Hyperbole

C Litotes

10. Which one of the following is NOT discovered as SUPPORTING IDEA of the play Doctor Faustus while summarizing it?

### • Faustus is a dullard who wants to renunciate the world

<sup>C</sup> Faustus begins career as a magician by summoning up Mephistopheles

<sup>C</sup> Faustus bargains to offer his soul in exchange for twenty-four years of service from Mephistopheles

Lucifer accepts Faustus' offer

11. Which one of the following is NOT discovered as SUPPORTING IDEA of the play Doctor Faustus while summarizing it?

• Faustus signs deal with his blood

- Faustus begins to travel and makes fun of many
- Faustus is filled with happiness on the expiry of his soul hypothecation
- Faustus meets a dreadful end where he was quartered in the end

12. Which one of the following is NOT discovered as THEME of the play Doctor Faustus while summarizing it?

- Fight between good and evil
- <sup>C</sup> Conflict between knowledge and ignorance
- Commentary on human's limitation & potential
- Poetic justice is an exception not a rule
- 13. Which one of the following is NOT a characteristic of METAPHOR?
- <sup>C</sup> Refers one thing or an idea to by a totally different expression

# Monochromatic writing impression

- <sup>O</sup> Refers to some common quality shared by the two entities
- <sup>O</sup> "He is drowned in a sea of grief" is an example of Metaphor
- 14. Which one of the following is NOT a characteristic of ONOMATOPOEIA?
- "His harsh words cut deeper than a knife" is an example of onomatopoeia
- word which imitates the natural sounds of a thing
- <sup>O</sup> "Buzzing bees are flying everywhere" is an example of onomatopoeia
- <sup>C</sup> "Rustling of the leaves did not let me have a sound sleep" is an example of onomatopoeia
- 15. Which one of the following is NOT part of STEP ONE while summarizing any POEM?

# • to copy-paste summary from the internet

- to identify rhyming words
- to take note where the line breaks
- to visualize poem for its elements
- 16. Which one of the following is NOT part of STEP FIVE while summarizing any POEM?
- to identify speaker & person / group that is / are addressed
- to identify meter: pattern of emphasis in the words
- to provide speaker's background, personality & intent
- to comment on the scene setting

- 17. Which one of the following is NOT part of STEP SEVEN while summarizing any POEM?
- to conclude your summary with an overarching thematic commentary
- to remain open to different perspectives
- to support your conclusions with textual evidence

### • to read poem several times

18. Which one of the following is NOT a functional purpose of FIGURES OF SPEECH?

• Sensory reception

### Composition devoid of emotions

- C Emotional impression
- <sup>C</sup> Concrete derivations of abstract ideas

19. Which one of the following is NOT a TYPE of figures of speech discovered/realized while summarizing any POETRY?

### Pronoun

• Personification

- Simile
- Synecdoche

20. Which one of the following is NOT discovered as BACKGROUND of the poem Farmland while summarizing it?

### • farmhand hates his life as a farmer

- theme of a man's place in society
- <sup>C</sup> conveyed young man's experience dealing with his inner and outer worlds
- <sup>O</sup> alludes to difficulties in reconciling one's inner thoughts to the outside world

21. Which one of the following is NOT discussed in STANZA THREE of the poem Farmland while summarizing it?

- <sup>C</sup> Farmhand's main internal struggle is revealed
- Farmhand fondly loves his "sunburnt face and hairy hands"

### • Farmhand does not like farming at all

• Farmhand seems better suited for breaking the earth with a plough

22. Which one of the following is NOT discussed in STANZA THREE of the poem Farmland while summarizing it?

• Farmhand's main internal struggle is revealed

• Farmhand fondly loves his "sunburnt face and hairy hands"

# • Farmhand does not like farming at all

• Farmhand seems better suited for breaking the earth with a plough

23. Which one of the following is NOT discussed in STANZA FIVE of the poem Farmland while summarizing it?

- Farmhand speaks directly to the reader
- Farmhand expects not to be pre-judged
- <sup>C</sup> Farmhand waits for his behavioral change in harvest
- Farmhand finds new tractor's engine sound irritating

#### Unit 9: Self-Assessment 09

1. Which one of the following is NOT a characteristic of FORMAL language?

- Structured composition
- Loaded with idiomatic & colloquial expressions
- Well defined tone and tenor
- <sup>O</sup> Syntax conforming to academic conventions

2. Which one of the following is NOT a characteristic of INFORMAL language?

• Used in occasions: professional engagement, academic conversation, speaking to higher authorities etc.

- Casual & spontaneous
- <sup>C</sup> Tone & tenor changes with the mood of the conversation
- <sup>O</sup> Used in social environment of close acquaintances

3. Which one of the following is NOT an appropriate PHRASE in a given conversational scenario-"Asking about an opinion"?

- The reason for this is ...
- Could you tell me who would win this 2022 Punjab elections?
- What do you think about India-US relationship?
- How do you feel about this new proposition of blended learning mode?

4. Which one of the following is NOT an appropriate PHRASE in a given conversational scenario-"Expressing polite disagreement"?

I disagree with you, I'm afraid.

### • I don't quite agree there.

# I couldn't agree with you more.

<sup>O</sup> I'm not convinced that there is no rule of law in some middle eastern countries.

5. Which one of the following is NOT an appropriate PHRASE in a given conversational scenario-"Reacting to a complaint"?

• I really must apologize for this.

This isn't my fault, you know.

• What do you expect me to do?

### It's on the tip of my tongue.

6. Which one of the following is NOT a characteristic of COLLOQUIALISM language?

Representative of a specific socio-linguistic identity

C Loaded with idiomatic & colloquial expressions

Casual communication exhibiting essence

# Syntax conforming to academic conventions

7. Which one of the following is NOT an appropriate PHRASE in a given conversational scenario-"Expressions about age"?

### • I have literally stuffed myself.

I'm not over the hill yet!

I'm having a senior moment.

• He lived to a ripe old age.

8. Which one of the following is NOT an appropriate PHRASE in a given conversational scenario-"Expressions about age"?

### • I have literally stuffed myself.

C I'm not over the hill yet!

I'm having a senior moment.

• He lived to a ripe old age.

9. Which one of the following is NOT an appropriate PHRASE in a given conversational scenario-"Ways to talk about price"?

### • I'm starving!

• It cost an arm and a leg.

C That's a bit pricey.

• It was dirt cheap.

10. Which one of the following is NOT an appropriate PHRASE in a given conversational scenario- "Phrases for decisions"?

- <sup>C</sup> I'm debating between option A and option B.
- I'm having second thoughts.
- He yelled like a dog at his subordinates.
- <sup>O</sup> I'm on the fence.

11. Which one of the following is NOT an appropriate PHRASE in a given conversational scenario- "Phrases for facial expressions"?

- <sup>C</sup> She was beaming with joy.
- She gave me a dirty look.

• The kids were smiling from ear to ear.

### • He's down on his luck.

12. Which one of the following is NOT a characteristic of IDIOMATIC expressions?

• Formulaic language expressions

Colloquial expressions

• Metaphoric expressions

# Used in academic written composition

13. Which one of the following is NOT an appropriate IDIOM in a given conversational scenario-"Age"?

# Raman & Tara get on like a house on fire. They are always talking and laughing.

- <sup>O</sup> After climbing the hill, I realized I'm no spring chicken.
- <sup>©</sup> Kulashrestra started learning kathak when she was knee-high to a grasshopper.
- Derek and Viviana spent their twilight years traveling the world.

14. Which one of the following is NOT an appropriate IDIOM in a given conversational scenario-"Appearances & Background"?

# My assistant is a bit wet behind the ear. He still has lot to learn.

• Harish and his brother Akhil are like two peas in a pod.

You must eat a lot of carbohydrate & protein rich diet. You are all skin and bones.

<sup>O</sup> Shivani looked like a million bucks when she arrived on her wedding stage.

# 15. Which one of the following is NOT an appropriate IDIOM in a given conversational scenario based on items of "Food and Drink"?

<sup>O</sup> Do not get so upset about burning the cookies. It is no use crying over spilled milk.

<sup>O</sup> Jennifer is such a couch potato. She never goes out and watches TV all weekend instead.

# I tried to fix the photocopier, but I have really made a pig's ear of it.

Copies of Shashi Tharoor's new novel are selling like hotcakes after it got great reviews.
 16. Which one of the following is NOT an appropriate IDIOM in a given conversational scenario of expressing "Positive Emotions"?

<sup>C</sup> Clare was on cloud nine after she was promoted.

Dan grinned from ear to ear when he read his test results.

• Annabella is head over heels with that boy she met at the festival.

# That horror movie sent shivers down my spine. It was so scary.

17. Which one of the following is NOT a type of IDIOMATIC expressions?

• Verb plus its object or complement

• Prepositional phrase

• Binomial expressions

### • Synonyms-Antonyms

18. Which one of the following is NOT an appropriate IDIOM in a given conversational scenario using concepts related to "War and Weapons"?

### Kulashrestra started learning kathak when she was knee-high to a grasshopper.

<sup>O</sup> I have an ax to grind with my roommate. She is always playing loud music at night

<sup>O</sup> Our daughter dropped a bombshell when she told us she and her new boyfriend were engaged

Jerry is a loose cannon. We should never have invited him to dinner with the clients.
 19. Which one of the following is NOT an appropriate IDIOM in a given conversational scenario using concepts related to "War and Weapons"?

# Kulashrestra started learning kathak when she was knee-high to a grasshopper.

<sup>O</sup> I have an ax to grind with my roommate. She is always playing loud music at night

<sup>O</sup> Our daughter dropped a bombshell when she told us she and her new boyfriend were engaged

 Jerry is a loose cannon. We should never have invited him to dinner with the clients.
 20. Which one of the following is NOT an appropriate IDIOM in a given conversational scenario-"Difficult Situations"?

# • Harish and his brother Akhil are like two peas in a pod.

C Logan's restaurant is in dire straits. There are never any customers.

<sup>O</sup> I'm in a bit of a tight spot because my boss has just asked me to work late tonight and it's my wedding anniversary.

<sup>C</sup> I hate going to the dentist, but I know I have to grin and bear it.

21. Which one of the following is NOT an appropriate IDIOM in a given conversational scenario "Describing Health"?

- Ananya was feeling under the weather, so she left work early.
- Valentina has an upset stomach and can't stop throwing up.

### Copies of Shashi Tharoor's new novel are selling like hotcakes after it got great reviews.

<sup>O</sup> Uma is up and about following her operation last week.

22. Which one of the following is NOT an appropriate IDIOM in a given conversational scenario of expressing "Success & Failure"?

- <sup>O</sup> Nathan's first book was an overnight success. It sold a million copies in a month.
- Aakash has finally reached the dizzy heights of head chef. He started out doing the dishes.
- <sup>O</sup> The outdoor exhibition has been a runaway success. Lots of people have come to see it.

### • Harish only cooks at home that too once in a blue moon.

23. Which one of the following is NOT a functional utility of PUNCTUATION MARKER?

- <sup>O</sup> Disambiguation of meaning
- Improves writing in general
- Offers a tool of segmentation

### • Makes writing more error prone

- 24. Which one of the following is NOT a functional utility of PUNCTUATION MARKER?
- Disambiguation of meaning
- Improves writing in general
- Offers a tool of segmentation

### Makes writing more error prone

25. Which one of the following is NOT a functional use of PERIOD as punctuation marker?

## • Separating elements in a continuous series.

- End of logical & complete thought
- Indicate abbreviation
- <sup>O</sup> Single word acting as a sentence while greeting or giving command
- 26. Which one of the following is NOT a functional use of SEMICOLON as punctuation marker?

## • Separating city name from the state

- <sup>O</sup> Joining two thematically linked independent clauses
- <sup>O</sup> Joining elements of a series when commas already exist
- <sup>O</sup> Join two independent clauses in conjunctive adverb presence

27. Which one of the following is NOT a functional use of SEMICOLON as punctuation marker?

# • Separating city name from the state

- <sup>O</sup> Joining two thematically linked independent clauses
- <sup>O</sup> Joining elements of a series when commas already exist
- <sup>O</sup> Join two independent clauses in conjunctive adverb presence
- 28. Which one of the following is NOT a functional use of PARENTHESIS as punctuation marker?
- Emphasizing enclosed content more than commas
- <sup>O</sup> Indicating additional information: such as dates

# Separating hour and minute(s) in time notation

- Indicating additional information: such as clarifying information
- 29. Which one of the following is NOT a functional use of PARENTHESIS as punctuation marker?
- <sup>C</sup> Emphasizing enclosed content more than commas
- Indicating additional information: such as dates

# • Separating hour and minute(s) in time notation

- Indicating additional information: such as clarifying information
- 30. Which one of the following is NOT a functional use of ITALICS as punctuation marker?
- <sup>C</sup> Title of magazine, book, newspaper, academic journal etc.

Title of magazine, book, newspaper, academic journal etc.

- Indicating foreign word
- Adding emphasis
- Indicating appositive phrase

### Unit 10: Self-Assessment 10

- 1. Which one of the following is NOT a characteristic of J L AUSTIN layers of meaning?
- Illocution
- Listening
- C Locution
- Perlocution

2. Which one of the following is NOT a characteristic of J L AUSTIN layers of meaning?

- Illocution
- Listening

C Locution

C Perlocution

3. Which one of the following is NOT a characteristic of J L AUSTIN layers of meaning?

Illocution

# Listening

C Locution

Perlocution

4. Which one of the following is NOT a PRINCIPAL of communication?

• Inconsistency in the message

# Clarity and purpose of the message

• Degree of correctness

• Amount of visual embedment

5. Which one of the following is NOT a characteristic of CLARITY OF PURPOSE of a message while emphasizing it as one of the important principles of communication?

### • Clarity starts at the receiver

Clarity starts from the creator

- <sup>C</sup> Transmission in understandable language
- Ensuring no transmission loss

6. Which one of the following is NOT a characteristic of VISUAL EMBEDMENT in a message while emphasizing it as one of the important principles of communication?

- Plan in-advance visual elements
- <sup>O</sup> Maintain balance between Textual-Visual elements

# Prefer visual elements over textual in all circumstances

• Ensure good quality of visual elements

7. Which one of the following is NOT a characteristic of ADEQUACY of message while emphasizing it as one of the important principles of communication?

- Clearly define "completeness" of information
- Ensure information meets "completeness" parameters
- Disseminate "complete" information

# • Completeness or incompleteness does not matter

8. Which one of the following is NOT a characteristic of Aristotle TRIANGLE OF PERSUASION?

- Ethos
- Melody

- Pathos
- C Logos

9. Which one of the following is NOT a PRINCIPAL of communication?

### • Avoidance of technology as far as possible

- Integration of components of message
- Observing timing & timelines
- Embedding informality for emotional bonding

10. Which one of the following is NOT a characteristic of embedding INFORMALITY & EMOTIONAL BONDING in a message while emphasizing it as one of the important principles of communication?

- Clarity starts at the receiver
- Clarity starts from the creator
- C Transmission in understandable language
- Ensuring no transmission loss

11. Which one of the following is NOT a characteristic of FEEDBACK process while emphasizing it as one of the important principles of communication?

- Be inquisitive about feedback
- Adopt & adapt to feedback
- Embed anecdotes, stories, incidents, contemporary happenings etc.
- Keep channels of feedback open

12. Which one of the following is NOT a characteristic of TECHONOLOGY INFUSION in the message while emphasizing it as one of the important principles of communication?

- Be tech savvy
- Be change-friendly
- Be in the company of tech experts

### • Technology affects communication adversely

- 13. Which one of the following is NOT a BARRIER to clear communication?
- Semantic
- Music
- Psychological
- Personal

14. Which one of the following is NOT a BARRIER to clear communication?

- Semantic
- Music
- Psychological
- Personal
- 15. Which one of the following is NOT a characteristic of communication PROCESS?
- Feedback is always optional
- message transmission
- dynamic framework describing message flow
- streamlines exchange between sender and receiver
- 16. Which one of the following is NOT a BENEFIT of clear communication?
- ignores creating space & platform to share ideas, information, facts etc.
- <sup>O</sup> fundamental to human existence
- improves reliability and coordination
- <sup>O</sup> stakeholders make informed decisions efficiently
- 17. Which one of the following is NOT a COMPONENT of communication process?
- Sender
- Encoding
- Mood
- Communication channel

18. Which one of the following is NOT a characteristic element of FEEDBACK in communication process?

- Response/action a receiver takes after decoding message
- Purpose to improve
- C Empowers all stakeholders
- Negative feedback remains undocumented

#### Unit 11: Self-Assessment 11

- 1. Which one of the following is NOT a component of TRIANGLE of meaning?
- Thought
- Pythagoras
- Symbol

C Referent

2. Which one of the following is NOT a component of TRIANGLE of meaning?

- Thought
- Pythagoras
- Symbol
- C Referent

3. Which one of the following is NOT a definition of VERBAL communication?

# communicating through face expressions, body language, confidence

- message transmitted through spoken/written mode
- <sup>O</sup> underlining significance of diction, syntax, semantics & pragmatics of written manuscript
- formulation of text, speech, signs etc expressing feelings, thoughts, ideas and opinions
  4. Which one of the following is NOT a characteristic of VERBAL communication?

### • listener or the reader remains inactive

- a set of rule-based arrangement
- C listener's participation in collaborative meaning making process
- Applicable in formal vs. informal types
- 5. Which one of the following is NOT an ADVANTAGE of verbal communication?
- Integral part of employment, assessment, & recognition
- Saves time & resources
- Difficult to prepare & execute
- <sup>O</sup> Most convenient & practiced method
- 6. Which one of the following is NOT an ADVANTAGE of verbal communication?
- Integral part of employment, assessment, & recognition
- Saves time & resources

# Difficult to prepare & execute

- <sup>O</sup> Most convenient & practiced method
- 7. Which one of the following is NOT a DISADVANTAGE of verbal communication?
- regional differences may act as hindrances
- sometimes large audience size can be an unresolvable issue
- <sup>C</sup> can be demanding on memory in case one goes without any technological aid
- Ianguage differences never create a problem

8. Which one of the following is NOT a definition of PROSODIC speech?

musical accompaniment-Flavor of the speech

# word choices & the word order

• inflections & modulations in delivery

- <sup>O</sup> identification of individualized habit & demographic status
- 9. Which one of the following is NOT a way to improve VERBAL communication?

# make efforts only on face expressions & body language

- exhibit your thinking being side
- C clarity and preciseness are the key elements
- be an active and attentive listener
- 10. Which one of the following is NOT a way to improve VERBAL communication?

# make efforts only on face expressions & body language

- exhibit your thinking being side
- C clarity and preciseness are the key elements
- be an active and attentive listener
- 11. Which one of the following is NOT an ADVANTAGE of verbal communication?
- enables ease of comprehension
- provides opportunity for instant feedback
- rarely helps in getting better employment opportunities
- offers ease of preparation
- 12. Which one of the following is NOT an ADVANTAGE of verbal communication?
- enables ease of comprehension
- <sup>O</sup> provides opportunity for instant feedback
- rarely helps in getting better employment opportunities
- offers ease of preparation
- 13. Which one of the following is NOT a DISADVANTAGE of verbal communication?
- <sup>O</sup> differences at region, demography levels act as impediments
- absence of commonly known language creates an unresolvable problem
- variation at the level of audience or reader's profile creates many issues
- Ianguage differences never create a problem

14. Which one of the following is NOT a GENESIS theory of language?

O Divine source

### • Bing Bang theory

• Natural Sound source

• Social Interaction source

15. Which one of the following is NOT a GENESIS theory of language?

Divine source

# • Bing Bang theory

- Natural Sound source
- Social Interaction source

16. Which one of the following is NOT a type of NON-VERBAL communication?

• facial expressions

### • spoken/written mode

- hand movement & gestures
- eye contact

17. Which one of the following is NOT a characteristic of GESTURES: a non-verbal mode of communication?

### • face does all the communication

- deliberate hand movements
- remain largely situation driven
- universally acknowledged expressions

18. Which one of the following is NOT a characteristic of PARALINGUISTICS: a non-verbal mode of communication?

- emotions are embedded in the speech
- <sup>C</sup> complemented by speech modulations

# sense of touch is the key element

• universally acknowledged expressions

19. Which one of the following is NOT a characteristic of PROXEMICS: a non-verbal mode of communication?

- <sup>C</sup> importance of personal space between speaker & audience
- identifies level of acquaintance
- remains largely acknowledged expressions in a given culture/demography

• eyes are the key element

20. Which one of the following is NOT a CHARACTERISTIC of language?

O Displacement

# Acceleration

- Arbitrariness
- Productivity
- 21. Which one of the following is NOT a ROLE of non-verbal communication?
- <sup>O</sup> repeats & strengthens the verbal message

# contradicts the verbal message

- C trusts listener judgement
- C complements verbal communication
- 22. Which one of the following is NOT a way to IMPROVE non-verbal mode of communication?

# one can fidget and make unnecessary movements

- avoid slouching- sit straight or lean slightly forward
- avoid unnecessary smiles during serious discussions
- one should display moderate animation with hands & facial expressions
- 23. Which one of the following is NOT a way to IMPROVE non-verbal mode of communication?
- in a group interaction, shift eye contact to the various speakers
- <sup>O</sup> always introduce yourself with a smile & a firm/warm handshake
- keep speaking in an unmodulated, monotonous tone
- Iisten carefully and avoid interrupting without seeking permission
- 24. Which one of the following is NOT a way to IMPROVE non-verbal mode of communication?
- <sup>©</sup> modulate vocal tone to express excitement & emphasize key elements
- <sup>O</sup> nod approvingly to demonstrate understanding
- <sup>C</sup> keenly observe reaction of others to your speech

signal your disinterest by looking at the clock, your phone & yawning

### Unit 12: Self-Assessment 12

- 1. Which one of the following is NOT a MEDIUM of communication?
- Video messaging
- Meditation
- O Direct messaging

C Email

2. Which one of the following is NOT a PROBLEM of communication?

- Cultural differences
- Blend of verbal & non-verbal elements
- Individual attitudes/motivation
- Overuse of jargon

3. Which one of the following is NOT a PROBLEM of communication?

### • Acknowledgment of cultural differences

• Physical Barriers

Casual listening

• Unsolicited Interruption

4. Which one of the following is NOT an element of PHYSICAL BARRIER thus creating a problem in communication?

- Iack of preparation on speaker's part
- <sup>O</sup> non-availability of proper AV framework

# • noise-free environment

o noisy environment

5. Which one of the following is NOT an element of CASUAL LISTENING thus creating a problem in communication?

- attention not fully committed
- distraction during communication
- No note-taking of communication

# Do multitask rather than focusing on communication only

6. Which one of the following is NOT a FUTURISTIC MEDIUM of communication?

- Augmented reality
- Fax machine
- O Digital butlers
- <sup>C</sup> Machine to machine communication
- 7. Which one of the following is NOT a WAY of overcoming problems of communication?
- Cultural differences to cultural assimilation
- Choose between casual or attentive Listening
- Resolve differences in individual attitudes/motivation
- Eliminate physical barriers

8. Which one of the following is NOT an element of resolving CULTURAL DIFFERENCES in communication?

# Can ignore challenges of cross-cultural community

<sup>O</sup> Should sensitize individuals about culturally diversity

Must build consensus on lingua franca

Must accept challenges of cross-cultural community

9. Which one of the following is NOT an element of resolving DIFFERENCES in individual attitudes in communication?

- Provide healthy work-culture
- Be mindful of emotional barriers
- Terminate the services of those individuals
- Invest in redressal mechanism

10. Which one of the following is NOT an element of eliminating PHYSICAL BARRIERS in communication?

- Keep a noise-free environment
- Stay in synch with audience profile
- <sup>O</sup> Make proper use of AV framework
- Noisy environment will make communication more lively

#### Unit 13: Self-Assessment 13

1. Which one of the following is NOT a concept coined by Saussure-Chomsky duo?

- C Langue
- Figures of speech
- Parole
- Performance-Competence

2. Which one of the following is NOT a characteristic of LINGUISTIC-GRAMMATICAL competence?

- Covers oral aspect: grammar & vocabulary
- Can ignore knowledge about pragmatics
- Covers written aspect: orthography & spelling
- Emphasizes awareness of phonetics

3. Which one of the following is NOT a characteristic of LINGUISTIC-GRAMMATICAL competence?

# Can ignore knowledge about semantics

Emphasizes knowledge of phonology

- <sup>O</sup> Underlines functional knowledge about morphology
- utilitarian aspect of syntax
- 4. Which one of the following is NOT a characteristic of SOCIO-LINGUISTIC competence?
- Politeness in communication
- Observing gender sensitivities in speech

# Communicating in the same manner despite hierarchies

• Considering age while communicating

5. Which one of the following is NOT a characteristic of SOCIO-LINGUISTIC competence?

- Expressing a situation specific attitude of friendliness
- Expressing a situation specific attitude of courtesy
- Expressing a situation specific attitude of intimacy
- Expressing informality in all different situations
- 6. Which one of the following is NOT a characteristic of PLATO'S PROBLEM?
- <sup>O</sup> Slave awareness to geometrical principles despite no formal education
- Language is always a learned phenomenon not acquired
- C Linguistic nativism
- <sup>O</sup> Underlines language as an instinctive trait
- 7. Which one of the following is NOT a characteristic of DISCOURSE competence?
- Covers patterns of organization
- Focuses on knowledge about articulatory phonetics
- Can be expressed through traditional devices
- Emphasizes a cohesive construct
- 8. Which one of the following is NOT a characteristic of DISCOURSE competence?
- Focuses on knowledge about acoustic phonetics
- Emphasizes knowledge of discourse markers
- <sup>O</sup> Underlines functional knowledge about prosodic markers
- <sup>O</sup> Utilitarian aspect of paralinguistic efforts
- 9. Which one of the following is NOT a characteristic of STRATEGIC competence?
- <sup>C</sup> Keeping communication channels open despite interruptions

- <sup>©</sup> Reorienting communication channels in case of misinterpretation with clarification
- Communicating in the same manner no matter how does audience perceive
- <sup>C</sup> Changing the mode/content of communication in case audience finds it uninteresting
- 10. Which one of the following is NOT a characteristic of STRATEGIC competence?
- Overcoming language gaps using smart fillers
- Engaging audience meaningfully in case of language gaps
- Adding relevant additional content in case of language gaps
- Expressing disapproval to gauge audience expectations

### Unit 14: Self-Assessment 14

- 1. Which one of the following is NOT a characteristic of MONOCHRONIC culture?
- punctuality of time is observed
- plenty of leisure time is available
- optimum utilization of time through schedules & appointments
- people of this culture dislike being idle
- 2. Which one of the following is NOT a characteristic of POLYCHRONIC culture?
- activity takes precedence over time
- appointment times are strictly adhered
- frequent change in plans
- investment of time for building relationships

3. Which one of the following is NOT a best practice for a SUCCESSFUL cross-cultural communication?

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- assistance from skilled interpreter should be avoided
- Suspension of preconceived notion about other cultures
- Celebration of cultural diversity
- developing active listening skills

4. Which one of the following is NOT a best practice for a SUCCESSFUL cross-cultural communication?

# assistance from skilled interpreter should be avoided

<sup>©</sup> suspension of preconceived notion about other cultures

• celebration of cultural diversity

developing active listening skills

5. Which one of the following is NOT a best practice for a SUCCESSFUL cross-cultural communication?

- <sup>O</sup> showing keenness to learn diverse cultures
- developing trust in personal relationships
- making efforts to know more about new culture

### avoiding situations of encountering new culture

6. Which one of the following is NOT an advantage of using ENGLISH as an international language resolving cross-cultural communication?

- has a wide, rich and cosmopolitan vocabulary
- remains largely phonetic as compared to tone languages
- universality of many popular English words
- complicated language to master but expresses social status quite well