EPCET LIBRARY BANGALORE-49

EAST POINT COLLEGE OF ENGINEERING & TECHNOLOGY

*An Autonomous Institution Affiliated to Visvesvaraya Technological University (VTU) Belagavi*

**25ENL16/26**

**USN:** | | | | | | | | | | |

**First / Second Semester B.E. Degree Examination, June/July 2026**

## Communication Skills

**Time: 1 hr.** **Max Marks: 50**

### INSTRUCTIONS TO THE CANDIDATES

1. Answer all the fifty questions, each question carries one mark.
2. Use only Black ball point pen for darkening the circles.
3. For each question, after selecting your answer, darken the appropriate circle corresponding to the same question number on the OMR sheet.
4. Darkening two circles for the same question makes the answer invalid.
5. Damaging/overwriting, using whiteners on the OMR sheets are strictly prohibited.

**Question Paper Version - D**

| SECTION - A: Answer Following Questions. 50 M | |
|---|---|
| **Q.N.** | **Questions** |
| 1 | Rahul didnt want to *spill the beans* about the project. What does the underlined idiom mean?<br>**A)** make a mess **B)** cook food<br>**C)** reveal the secret **D)** cancel plans |
| 2 | Choose the correct passive voice: She is singing a song.<br>**A)** A song is sung by her **B)** A song is being sung by her<br>**C)** A song was sung by her **D)** A song sings her |
| 3 | Choose the correct passive form. In a project update, the team writes, "The deadline .....by the management.<br>**A)** was extended **B)** extended<br>**C)** extending **D)** extends |
| 4 | Choose the correct active active voice of the given statement. *The budget was approved by the finance committee.*<br>**A)** The finance committee approves the budget **B)** The finance committee approved the budget<br>**C)** The finance committee is approving the budget **D)** The budget approving finance committee |
| 5 | I .....an email to the client when the system suddenly crashed.<br>**A)** write **B)** writes<br>**C)** have written **D)** was writing |
| 6 | The company ..... its HR policy last month.<br>**A)** announce **B)** has announced<br>**C)** announced **D)** is announcing |
| 7 | The manager gave a concise explanation of the new policy. What is the synonym of the word concise?<br>**A)** detailed **B)** brief<br>**C)** confusing **D)** happy |

| | | | | |
|---|---|---|---|---|
| 8 | He was reluctant to accept the new role due to increased responsibility. What is the closest meaning for reluctant? | | | |
| | **A)** | glad | **B)** | unwilling |
| | **C)** | excited | **D)** | ready |
| 9 | The company adopted a transparent hiring process. Identify the antonym of the word transparent. | | | |
| | **A)** | honest | **B)** | tidy |
| | **C)** | opaque | **D)** | unclear |
| 10 | You are writing an email to your manager. Which opening is most appropriate? | | | |
| | **A)** | Hey boss | **B)** | Hi dude |
| | **C)** | Dear Mr. Sharma | **D)** | What's up |
| 11 | Which phrase is best for apologizing in a professional email? | | | |
| | **A)** | My bad | **B)** | Sorry dude |
| | **C)** | I apologize for the inconvenience caused | **D)** | Oopz, am sorry |
| 12 | You need to decline a request politely. What should you say? | | | |
| | **A)** | No, I cant | **B)** | With all due respect thats not possible |
| | **C)** | I regret to inform you that I am unable to accomodate this request | **D)** | Nope I cant do this now |
| 13 | How should numbers and dates written in formal written communication? | | | |
| | **A)** | ASAP, tmrw | **B)** | Full and clear format |
| | **C)** | shorts forms only | **D)** | with emojis for emotions |
| 14 | You are writing a business letter to request information from a company. What tone you should use? | | | |
| | **A)** | casual and friendly | **B)** | aggressive |
| | **C)** | polite and formal | **D)** | humorous |
| 15 | Which of the following is an appropriate email etiquette? | | | |
| | **A)** | using all caps | **B)** | including professional signature |
| | **C)** | sending emails with salutation | **D)** | both b and c |
| 16 | Which of the following should be avoided in paragraph writing? | | | |
| | **A)** | unity and coherence | **B)** | repetition and irrelevant details |
| | **C)** | logical structure | **D)** | clear conclusion |
| 17 | Identify the error. Despite of the heavy rain, the event continued as planned without delay. | | | |
| | **A)** | Despite of the heavy rain | **B)** | the event |
| | **C)** | continued as planned | **D)** | without delay |
| 18 | Spot the error. Each of the candidates have submitted their documents on time. | | | |
| | **A)** | Each of the candidates | **B)** | have submitted |
| | **C)** | their documents | **D)** | on time |
| 19 | How to write the concluding line in an essay? | | | |
| | **A)** | introduce a new idea | **B)** | summarize the main point |
| | **C)** | add additional details to substantiate | **D)** | repeat the topic sentence |
| 20 | You are filling out an online application. What should you do? | | | |
| | **A)** | skip sections | **B)** | provide accurate and complete information |
| | **C)** | use slang | **D)** | leave important fields blank |
| 21 | When you read a passage to get the overall idea, which of the following stretegies can help you? | | | |
| | **A)** | read every single word | **B)** | read first and last line of the praragraphs |
| | **C)** | scan the passage | **D)** | none of these |

| | |
|---|---|
| 22 | Comprehension. **Cloud computing allows users to store and access data over the internet instead of local servers. It provides scalability and flexibility for businesses. However, data security remails a major concern**.<br>One advantage of cloud computing is<br>**A)** limited storage **B)** flexibility<br>**C)** high cost **D)** no internet |
| 23 | Cloud computing stores data only on personal computers.<br>**A)** true **B)** false<br>**C)** may be **D)** not given |
| 24 | You want AI to explain the topic coding for beginners. What is the best prompt?<br>**A)** Explain coding **B)** What is coding? How to improve coding<br>**C)** Explain coding in simple terms for a beginner with examples **D)** How to do coding easily |
| 25 | When you are getting vague answers from AI sources, what should you do?<br>**A)** stop using AI **B)** use shorter prompts<br>**C)** add specific details and context **D)** repeat the same prompt |
| 26 | Which of the following can be used to create professional presentations?<br>**A)** canva **B)** mind map<br>**C)** google meet **D)** chatgpt |
| 27 | You copy a paragraph from a website and paste it to your assignment without credit. This is<br>**A)** referencing **B)** paraphrasing<br>**C)** plagiarism **D)** summarizing |
| 28 | How to include a direct quote in your report without violating copyrights?<br>**A)** nothing **B)** changing a few words<br>**C)** paraphrasing **D)** use quotation marks and cite the source |
| 29 | A teacher conducts a live online class using zoom where students can ask questions in real time. This communication is<br>**A)** asynchronous **B)** non verbal<br>**C)** synchronous **D)** written |
| 30 | During an interview, you dont know the answer to a technical question. What can you do?<br>**A)** stay silent **B)** bluff and give a random answer<br>**C)** change the topic **D)** admit you are unsure |
| 31 | What is the best body language in an interview?<br>**A)** msintain eye contact **B)** cross your arms tights<br>**C)** avoid eye contact **D)** keep checking phone |
| 32 | If you are asked behavioral questions, which method is most effective?<br>**A)** using the STAR method (situation, task, action, result) **B)** guessing answers<br>**C)** giving short answers **D)** avoiding details |
| 33 | Which sentence is most appropriate in professional setting?<br>**A)** I wanna know about the report **B)** Kindly provide the report at your earliest convenience<br>**C)** Send me the report asap **D)** give me the report now |
| 34 | Which of the following is an example of formal tone?<br>**A)** Could you please address this issue? **B)** Fix this<br>**C)** Are you going to fix this? **D)** Do this now |

| | |
|---|---|
| 35 | What type of language should be avoided in professional communication?<br>**A)** clear and concise language **B)** respectful tone<br>**C)** slang and jargon **D)** polite expression |
| 36 | What is the best way to start a formal presentation?<br>**A)** Hey everyone welcome **B)** Whats uo guyz? How are yall<br>**C)** Good morning everyone. Thank you for this opportunity **D)** Yo, hows it going here |
| 37 | You are applying for a marketing role, and have both technical and creative experience. What should your resume highlight?<br>**A)** your education and hobbies **B)** your personal details<br>**C)** every detail of your life **D)** relevant skills and experience |
| 38 | You are applying for a job via email. What should you include?<br>**A)** resume **B)** cover letter<br>**C)** professional email message **D)** all of these |
| 39 | What is the main purpose of a cover letter?<br>**A)** to repeat the resume **B)** to explain why you are suitable for the job<br>**C)** to list all your marks **D)** to describe your personal opinions |
| 40 | Which of the following is the most important element in the communication process?<br>**A)** feedback **B)** sender<br>**C)** message **D)** channel |
| 41 | In an open office layout, employees complained about reduced productivity. Which communicative factor is likely responsible?<br>**A)** excessive formal communication **B)** increased distraction<br>**C)** too much interation **D)** too much heirarchical structure |
| 42 | IPA stands for<br>**A)** International Phonetic Association **B)** International Phonetic Alphabet<br>**C)** Internal Phonetic Assembly **D)** Internal Phonic Alphabet |
| 43 | Which of the following is an example of a non verbal barrier?<br>**A)** lack of vocabulary **B)** prejudice<br>**C)** poor eye contact **D)** passive listening |
| 44 | A communication barrier can be defined as<br>**A)** method of sending messages **B)** obstacles in the communication process<br>**C)** a type of language **D)** medium used for communication |
| 45 | Which of the following is not a speech organ?<br>**A)** lips **B)** neck<br>**C)** teeth ridge **D)** soft palate |
| 46 | Identify the monosyllabic word from the following.<br>**A)** electric **B)** water<br>**C)** table **D)** school |
| 47 | She doesnt want to write the report. Identify the word with a silent letter.<br>**A)** report **B)** want<br>**C)** write **D)** to |

| | |
|---|---|
| 48 | Identify a noun in the sentence. *The implementation of the new policy improved efficiency.*<br>**A)** implementation **B)** new<br>**C)** improved **D)** the |
| 49 | An employee steps back slightly when a colleague moves closer during a conversation. What does this behaviour most likely indicate?<br>**A)** agreement with the colleague **B)** disinterest with the topic<br>**C)** cultural superiority **D)** a need for greater personal space |
| 50 | Ravi studied very hard for his exams and finally *passed with flying colours*. What does the idiom mean?<br>**A)** passed after difficulty **B)** passed with high marks<br>**C)** barely passed **D)** failed but improved |