# GUJARAT TECHNOLOGICAL UNIVERSITY

**DI -1 SEMESTER – OLD PAPER – W21 TO S25 – QUESTION BANK(English)**

## Subject Name & Code:

## Communication Skills In English- 4300002

## Unit I - Theory of Communication

**Repeated Questions:**

1. **What are the barriers to communication? / Write a note on types of barriers for communication. / Explain Barriers to Communication with Illustrations.**
    - Appeared in: W21 (Q2c, 03 marks), W22 (Q5a, 03 marks), S22 (Q1a-2, 01 mark), S24 (Q1c-3, 07 marks), S24 (Q1c-8, 07 marks OR)
2. **Explain the communication cycle. / Discuss the Process of Communication.**
    - Appeared in: W21 (Q2d-2, 03 marks), W22 (Q5a, 03 marks), S22 (Q2a, 03 marks)
3. **What is verbal communication?**
    - Appeared in: W22 (Q1a-1, 03 marks), S22 (Q1a-3, 01 mark)
4. **What is non-verbal communication? / Explain non-verbal communication.**
    - Appeared in: W22 (Q5b, 04 marks), S22 (Q1b-5, 01 mark), W23 (Q5a, 03 marks)
5. **The response to a sender's message is called _____. (Feedback)**
    - Appeared in: S25 (Q2c-3, 01 mark), S22 (Q1b-3, 01 mark)
6. **E-mails, texts, letters, reports are examples of _____ communication. (Written)**
    - Appeared in: S25 (Q2c-2, 01 mark), S22 (Q1b-4, 01 mark)

**Other Important Questions:**

1. **Define Communication. / State the need and application of Communication at Workplace.**
    - Appeared in: S24 (Q1c-2, 07 marks)
2. **Explain the Shannon-Weaver Model of Communication Process (with diagram).**
    - Appeared in: S24 (Q1c-1, 07 marks)
3. **David Berlo's _____ Model is an expansion of the Shannon-Weaver Model. (SMCR: Sender Message Channel Receiver)**
    - Appeared in: S24 (Q1a-4, 01 mark)
4. **Who created the SMCR model of communication?**

- Appeared in: S22 (Q1a-1, 01 mark)

5. **The process of converting a signal (coded message) into understanding is _____. (Decoding)**
   - Appeared in: S24 (Q1a-2, 01 mark)
6. **What is Encoding in the Process of Communication?**
   - Appeared in: S24 (Q1c-1, 07 marks OR)
7. **Define Decoding in the Process of Communication.**
   - Appeared in: S24 (Q1c-2, 07 marks OR)
8. **Why is Feedback essential for successful Communication?**
   - Appeared in: S24 (Q1c-3, 07 marks OR)
9. **Which type of Communication is more effective? Verbal or Non-Verbal?**
   - Appeared in: S24 (Q1c-4, 07 marks OR)
10. **How does Non-Verbal Communication supplement Verbal Communication?**
    - Appeared in: S24 (Q1c-5, 07 marks OR)
11. **Use of Tone, Stress, and Intonation of one's voice in Communication is _____. (Paralanguage)**
    - Appeared in: S24 (Q1a-3, 01 mark), W23 (Q5b, 03 marks)
12. **State the components of Paralanguage serving the purpose of communication.**
    - Appeared in: S24 (Q1c-6, 07 marks OR)
13. **What is visual communication?**
    - Appeared in: S22 (Q1a-4, 01 mark)
14. **In which form/s can Visual Communication be represented?**
    - Appeared in: S24 (Q1c-7, 07 marks OR)
15. **The person who transmits the message is called _____. (Sender)**
    - Appeared in: S22 (Q1b-1, 01 mark)
16. **Which is not a part of the Communication Process? (Prejudice)**
    - Appeared in: S22 (Q1b-2, 01 mark)
17. **The factors that make communication slow or ineffective are called _____. (Barriers)**
    - Appeared in: S25 (Q2c-4, 01 mark)
18. **Communication without words is _____ communication. (Non-verbal)**
    - Appeared in: S25 (Q2c-1, 01 mark)
19. **The sign of successful communication is when _____. (The Sender gets the desired response from the receiver)**

- Appeared in: S24 (Q1a-1, 01 mark)

20. **How will you know if communication was successful?**
    - Appeared in: W23 (Q5a, 03 marks OR)
21. **How many steps are there in the communication cycle?**
    - Appeared in: W22 (Q1a-2, 03 marks)
22. **How many types of communication are there? Which?**
    - Appeared in: W22 (Q1a-3, 03 marks)
23. **What is the channel suggested in the communication cycle?**
    - Appeared in: W22 (Q1a-5, 03 marks)

# Unit II - Grammar

**Repeated Questions:**

1. **Fill in the blanks / Use appropriate form of the verb. (Various Tenses & Subject-Verb Agreement)**
    - Appeared in: W21 (Q3a, 04 marks), W21 (Q3d, 03 marks), W22 (Q4c, 07 marks), W23 (Q4c, 07 marks), S24 (Q2c, 07 marks), S24 (Q3c, 07 marks), S25 (Q3b, 04 marks)
2. **Fill in the blanks using proper modal auxiliary.**
    - Appeared in: W21 (Q3c, 04 marks), W22 (Q3b, 04 marks), S22 (Q2c, 07 marks), S24 (Q3b, 04 marks), S25 (Q3a, 04 marks)
3. **Join the sentence using appropriate connector / conjunction.**
    - Appeared in: W21 (Q4a, 04 marks), W22 (Q3a, 03 marks), S22 (Q1c, 07 marks), W23 (Q3a, 03 marks), S25 (Q4a, 04 marks)
4. **Fill in the blanks using proper preposition.**
    - Appeared in: W21 (Q4b, 03 marks), W22 (Q3b, 04 marks), W23 (Q3a, 03 marks), S25 (Q4d, 03 marks)
5. **Identify the sentence pattern of the given sentences. (SVO, SVC, etc.)**
    - Appeared in: W22 (Q4b, 04 marks), W23 (Q4b, 04 marks), S22 (Q2b, 04 marks), S24 (Q3a, 03 marks), S25 (Q4b, 04 marks)
6. **Fill in the blanks by selecting the correct Pronoun.**
    - Appeared in: S22 (Q2b, 04 marks), W23 (Q4a, 03 marks), S24 (Q2a, 03 marks)

**Other Important Questions:**

1. **Rewrite the following sentences using the tense given in the brackets.**
    - Appeared in: S22 (Q1c, 07 marks OR)
2. **Fill in the blanks by selecting the most appropriate form of verb. (Subject-Verb Agreement)**
    - Appeared in: S22 (Q2c, 07 marks)
3. **Fill in the blanks by choosing the correct Adverb.**
    - Appeared in: S22 (Q5b, 04 marks)
4. **Fill in the blanks by choosing the most suitable Adjective.**
    - Appeared in: S22 (Q5b, 04 marks OR)
5. **Do as directed. (Adverb, Interjection, Conjunction, Preposition, Pronoun, Determiner, Error spotting)**
    - Appeared in: S24 (Q2b, 04 marks), S25 (Q3c, 06 marks)
6. **Identify Noun/s from the sentences given below.**

- Appeared in: S22 (Q5a, 03 marks), S24 (Q2a, 03 marks)

7. **Fill in the blanks with suitable Modal Auxiliary. (Specific functions like Politeness, Prohibition, etc.)**
    - Appeared in: S24 (Q3b, 04 marks)
8. **Use appropriate noun or pronoun.**
    - Appeared in: W22 (Q4a, 03 marks), W23 (Q4a, 03 marks)
9. **Add appropriate adjective or adverb.**
    - Appeared in: W21 (Q4d, 04 marks), W22 (Q3a, 03 marks), W23 (Q3a, 03 marks OR)
10. **Fill in the blanks with proper auxiliary verb.**
    - Appeared in: W22 (Q3b, 04 marks), W23 (Q3b, 04 marks OR)
11. **Identify the interjection in the following sentences.**
    - Appeared in: W22 (Q4a, 03 marks), W23 (Q4a, 03 marks), S25 (Q3c-2, 01 mark)
12. **Rearrange the jumbled words to make meaningful sentences and punctuate them.**
    - Appeared in: W22 (Q4b, 04 marks), W23 (Q4b, 04 marks)
13. **Fill in the blanks using proper word determiner.**
    - Appeared in: W21 (Q3b, 03 marks)
14. **Go through the sentences and change their tenses as directed.**
    - Appeared in: S25 (Q4c, 03 marks)
15. **Write 10 sentences what you did during last vacation using Simple Past Tense.**
    - Appeared in: W22 (Q3c, 07 marks)
16. **Write 10 sentences regarding your daily routine in Simple Present Tense.**
    - Appeared in: W22 (Q3c, 07 marks OR)
17. **Write about the activities happening around you in the classroom using present continuous tense.**
    - Appeared in: W23 (Q3a-10, 03 marks)
18. **Write about what you did last Sunday using Simple Past Tense.**
    - Appeared in: W23 (Q3b-4, 03 marks OR)

# Unit III - Prose and Poetry

**Repeated Questions:**

1. **What promise did Jimmy and Bob make twenty years ago?**
    - Appeared in: W21 (Q1-1, 02 marks), S22 (Q3c-2, 03 marks), S25 (Q1-4, 02 marks)
2. **Why was Bob under arrest?**
    - Appeared in: W21 (Q1-3, 02 marks), S22 (Q3c-3, 03 marks), W22 (Q2c-2, 07 marks OR)
3. **What kind of freedom does the poet desire for the country? (Where the Mind is Without Fear)**
    - Appeared in: W21 (Q1-9, 02 marks), W22 (Q2c-4, 07 marks OR), W23 (Q1a-4, 03 marks), S25 (Q1-10, 02 marks)
4. **What according to the speaker will surprise the horse? (Stopping by Woods...)**
    - Appeared in: W21 (Q1-5, 02 marks), S22 (Q3c-3, 03 marks), W22 (Q2c-5, 07 marks OR)
5. **Who does the poet address as 'thee' and 'my father'? (Where the Mind is Without Fear)**
    - Appeared in: W21 (Q1-4, 02 marks), S22 (Q3d-1, 01 mark), W22 (Q2c-5, 07 marks)
6. **Where did Bob and Jimmy take the last dinner?**
    - Appeared in: W21 (Q1-10, 02 marks), S22 (Q3d-2, 01 mark), S24 (Q4b-2, 04 marks)
7. **Describe the end of the story 'After Twenty Years'. / Whose note was handed over to Bob in the end?**
    - Appeared in: S22 (Q3c-2, 03 marks OR), W22 (Q2c-4, 07 marks), W23 (Q1b-5, 01 mark), S25 (Q1-5, 02 marks)
8. **What happened when the leopard sensed the author's presence?**
    - Appeared in: S22 (Q3c-1, 03 marks OR), W23 (Q2c-5, 07 marks OR)
9. **Write the central idea of the poem "Stopping by Woods on a Snowy Evening".**
    - Appeared in: S22 (Q3a-2, 03 marks OR), W22 (Q2a, 03 marks), S24 (Q4c-2, 07 marks)
10. **Write the central idea of the poem "Where the Mind is without Fear".**
    - Appeared in: S22 (Q3a-1, 03 marks), S24 (Q4c-3, 07 marks)

**Other Important Questions (Prose: Leopard & After Twenty Years):**

1. **Justify Fate and Friendship vs. Duty as the Central Themes of the Story "After Twenty Years".**
    - Appeared in: S24 (Q1b, 04 marks)

2. **Describe the author's first encounter with the leopard.**
    - Appeared in: S22 (Q3a-1, 03 marks OR)
3. **Describe the valley where the leopard lived.**
    - Appeared in: W21 (Q2c-2, 03 marks), W22 (Q2b, 04 marks)
4. **Why did the ravine become a little haven of wildlife?**
    - Appeared in: S22 (Q3c-1, 03 marks), W22 (Q2c-3, 07 marks)
5. **Comment on the gradual change in the behavior of Birds and Animals towards the Author.**
    - Appeared in: S24 (Q4b-1, 04 marks)
6. **Comment on the Author's approach to the Birds and Animals.**
    - Appeared in: S24 (Q4b-1, 04 marks OR)
7. **What did the author do to find forktail's home?**
    - Appeared in: W23 (Q2a, 03 marks OR)
8. **What kind of man was Bob? / Write a note on Bob's appearance.**
    - Appeared in: W21 (Q1-2, 02 marks), W22 (Q2b, 04 marks OR)
9. **What kind of man was Jimmy? / What kind of man was his friend Jimmy?**
    - Appeared in: W23 (Q2c-4, 07 marks OR), S25 (Q1-1, 02 marks)
10. **When and how did Bob realize that the tall man was not his friend?**
    - Appeared in: W22 (Q2c-1, 07 marks OR)
11. **Why didn't Jimmy himself arrest Bob?**
    - Appeared in: S24 (Q4b-2, 04 marks)
12. **Where did Jimmy live to make his career?**
    - Appeared in: W21 (Q1-6, 02 marks)
13. **What was there in place of the store at that spot twenty years ago?**
    - Appeared in: W23 (Q2c-5, 07 marks), W22 (Q2c-2, 07 marks)

**Other Important Questions (Poetry: Stopping by Woods... & Where the Mind...):**

1. **What does the poet say about the owner of the woods?**
    - Appeared in: S22 (Q3c-3, 03 marks OR), W22 (Q2c-6, 07 marks)
2. **What promises do you think the poet has to keep? (Stopping by Woods...)**
    - Appeared in: W23 (Q1a-5, 03 marks), S25 (Q1-9, 02 marks)
3. **What is the role played by the horse in this poem? (Stopping by Woods...)**
    - Appeared in: W23 (Q1a-3, 03 marks)

4. **How does the little horse of the poet react to being stopped by the woods? Why?**
    - Appeared in: S24 (Q4b-2, 04 marks OR)
5. **Describe 'heaven' imagined by the poet. (Where the Mind is Without Fear)**
    - Appeared in: S25 (Q1-3, 02 marks), W22 (Q2a, 03 marks OR)
6. **What does the poet mean by 'ever-widening thought and action'?**
    - Appeared in: S25 (Q1-2, 02 marks)
7. **Explicate Tagore's Vision of India... "Where the world has not been broken up into fragments by narrow domestic walls."**
    - Appeared in: S24 (Q4b-3, 04 marks OR)
8. **What are the sights and sounds that the poet experiences in the woods? (Stopping by Woods...)**
    - Appeared in: W23 (Q2c-3, 07 marks OR), W22 (Q2c-6, 07 marks OR)
9. **What does the speaker wish to convey through the phrase "fill up with the snow"?**
    - Appeared in: W23 (Q2c-6, 07 marks)

# Unit IV - Techniques of Writing

**Repeated Questions:**

1. **Draft a formal letter (Complaint / Order / Request / Leave Application).**
    - Appeared in: W21 (Q5b, 07 marks), W22 (Q1c, 07 marks), W22 (Q5c, 07 marks), W23 (Q1c, 07 marks), S24 (Q5b-2, 07 marks), S25 (Q5a, 07 marks)
2. **Draft a business email (Complaint / Order / Inquiry / Reply).**
    - Appeared in: W21 (Q5b, 07 marks), W22 (Q5c, 07 marks OR), W23 (Q1c, 07 marks OR), W23 (Q5c, 07 marks), S24 (Q5c, 07 marks), S25 (Q5b, 07 marks)
3. **Explain the 7 Cs of Business Communication.**
    - Appeared in: S22 (Q4d-3, 01 mark), S24 (Q5b-1, 07 marks)
4. **What are the parts/format of a formal/business letter?**
    - Appeared in: S22 (Q4d, 03 marks), S24 (Q5b-1, 07 marks OR)

**Other Important Questions:**

1. **In E-mail communication, CC stands for _____. (Carbon Copy)**
    - Appeared in: S22 (Q4c-2, 01 mark)
2. **In e-mail communication, BCC stands for _____. (Blind Carbon Copy)**
    - Appeared in: S22 (Q4c-1, 01 mark)
3. **The file attached to an email is called the _____. (Attachment)**
    - Appeared in: S22 (Q4c-1, 01 mark)
4. **The e-mail id of the secondary recipient of email is entered in ___ field. (CC)**
    - Appeared in: S22 (Q4c-3, 01 mark)
5. **Which of the following is an advantage of an e-mail? (All of these: Desired length, Ease of communication, Lower cost)**
    - Appeared in: S22 (Q4c-4, 01 mark)
6. **Where is the receiver's address written in a formal letter? (Just below the date)**
    - Appeared in: S22 (Q4d-1, 01 mark)
7. **Which of the following is not a part of a formal letter? (Photo)**
    - Appeared in: S22 (Q4d-2, 01 mark)
8. **What is the correct way to write a Complimentary close in a formal letter? (Yours truly)**
    - Appeared in: S22 (Q4d-3, 01 mark)
9. **Conciseness in business communication means _____. (Brevity)**
    - Appeared in: S22 (Q4d-1, 01 mark)
10. **The Key points are written in which part of a formal letter. (Body)**

- Appeared in: S22 (Q4d-2, 01 mark)

11. **Signature is placed _____. (Below the complimentary close)**
    - Appeared in: S24 (Q5a-2, 01 mark)
12. **'Dear Sir/Madam' or 'Respected Sir/Madam' is called _____. (Salutation)**
    - Appeared in: S24 (Q5a-1, 01 mark)
13. **A written communication used to raise your concerns with a product... is called _____. (Complaint Letter)**
    - Appeared in: S24 (Q5a-3, 01 mark)
14. **_____ refers to any additional documents that you've attached to your letter. (Enclosure)**
    - Appeared in: S24 (Q5a-4, 01 mark)

# Unit V - Mechanics of Speaking

*(This unit appears less frequently in the written papers, as it is primarily a practical skill. However, theoretical questions can be asked.)*

**Important Questions:**

1. **Two friends are talking about their favourite sports. (Dialogue Writing)**
    - Appeared in: W21 (Q5a, 07 marks)
2. **What is paralanguage?**
    - Appeared in: W23 (Q5b, 03 marks OR)

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