

Indian Maritime University
(A Central University, Govt of India)
End Semester Examinations – December 2024
Programme Name: B Tech (Marine Engineering)
Semester: I
Subject Code: UG11T5101
Subject Name: English and Communication

Date: 10.12.2024

Max Marks: 70

Duration: 03 Hrs

Pass Marks: 35

General Instructions

- (i) All Sections (A, B & C) are to be attempted.
- (ii) Options, if any, are specified in respective section.

Section A

Ten MCQs of 01 Mark each – Choose the correct answer as applicable.
Ten MCQs/Fill in the Blanks of 01 Mark each – Choose the correct answer as applicable.

1. The processes of sending and receiving information is called _____
 - a) Encoding
 - b) Feedback
 - c) Communication
 - d) Decoding
2. Which of the following is not in the list of communication barrier?
 - a) Physical
 - b) Psychological
 - c) Emotional
 - d) Historical
3. Which communication style is more effective in resolving conflicts?
 - a) Assertive
 - b) Aggressive
 - c) Passive
 - d) Passive-aggressive
4. The crew is assembled _____ the bridge (Insert correct preposition)
 - a) on
 - b) in
 - c) at
 - d) below

5. Which skill is essential for effective reading?
- a) Skimming
 - b) Scanning
 - c) Critical thinking
 - d) All of the above
6. Which type of listening focuses on understanding the speaker's emotions and feelings?
- a) Selective listening
 - b) Empathetic listening
 - c) Critical listening
 - d) Comprehensive listening
7. One of the following statements about reading skills is **TRUE**. Identify the correct one:
- a) Background knowledge of a subject does not influence reading comprehension.
 - b) Reading comprehension strategies are only useful for academic reading.
 - c) Skimming a text is a reading strategy used to understand the main ideas without reading every word.
 - d) Reading is an active process that does not require mental engagement.
8. Which of the following is not true about agenda of a meeting?
- a) Agenda is a document that outlines the contents of a forthcoming meeting.
 - b) Agenda is a document that lists the topics to be discussed.
 - c) Agenda is a document of resolutions taken in a meeting
 - d) Agenda is usually sent along with the notice of the meeting
9. What is the primary purpose of a cover letter?
- a) To provide detailed information about your salary expectations
 - b) To introduce yourself and explain why you are a good fit for the position
 - c) To summarize your entire résumé
 - d) To inquire about the company's hiring policies
10. ABC of writing skills means:
- a) Accountability, Brevity and Clarity
 - b) Accuracy, Brevity and Clarity
 - c) Accuracy, Briefness and Clarity
 - d) Accuracy, Brevity and Conciseness

Section B

Five Questions of 02 Marks each
(Write each answer in 40-60 words.)

11. Define Paralinguistics.
12. What is Downward Communication?
13. How do listening and hearing differ from each other?
14. What are the 7 C's of letter writing?
15. Why is it important to maintain personal hygiene onboard?

Section C

Seven Questions of 10 Marks each of which any 05 questions to be answered.

16. Explain the styles of communication with examples.
17. a) Explain the importance of visual aids in technical communication. Write at least 150 words. (05 Marks)
b) Explain any-2 barriers to effective listening in 150 words. (05 Marks)
18. Prepare a report on an onboard accident that occurred due to improper adherence to machinery maintenance guidelines, resulting in injuries to two crew members. As you witnessed the incident, you have been asked to draft this report detailing the event.
You need to explain the following:
 - When and where was the accident happened?
 - How did the accident occur?
 - What actions did you take after the accident?You should write at least 200 words.
19. a) Explain the importance of reading speed. (4 marks)
b) Explain any two types of reading techniques: (i) Prediction (ii) Skimming (iii) Scanning (iv) Intensive reading (3+3 marks)
20. Describe ABC (Accuracy, Brevity and Clarity) of writing skills.
21. Write an email to your college librarian about the availability of a specific book you require to prepare for the semester exam.
- 22 Write a paragraph on any two of the following topics in 100 words each: (5+5 marks)
 - A) Significance of National Maritime Day of India.
 - B) The Sagarmala Project.
 - C) Role of Shipping on National Economic Development.

T M M