

Indian Maritime University
(A Central University, Govt of India)
End Semester Examinations– June 2023
Programme Name: B Tech (ME)
Semester: I
Subject Code: UG11T4107
Subject Name: ENGLISH AND COMMUNICATION

Date: 23.05.2023

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

1. In communication process, the sender converts the idea into words or gestures are called -----.
 - (a) Ideation
 - (b) Decoding
 - (c) Transmission
 - (d) Encoding

2. Communication that takes place between the members of an organization within itself is called -----.
 - (a) Internal communication
 - (b) External communication
 - (c) Formal communication
 - (d) Informal communication

3. ----- communication flows from the decision makers to workers.
 - (a) Upward

- (b) Downward
- (c) Horizontal
- (d) Diagonal

4. Language barrier is also known as -----.

- (a) Physical barrier
- (b) Psychological barrier
- (c) Cultural barrier
- (d) Semantic barrier.

5. ----- should be avoided in any style of writing.

- (a) Truth
- (b) Compassion
- (c) Dishonesty
- (d) Clarity

6. We serve our country.

- a. Must
- b. Should
- c. Could
- d. Can

7. Which of the following should not include in a resume?

- (a) The post you are applying for.
- (b) Your skills, qualifications & experience
- (c) Your interest or knowledge in the organization
- (d) The problems you had with your employers in the past.

8. Which of the following type of reading skills is also called reading in detail?

- (a) Skimming
- (b) Scanning
- (c) Intensive reading
- (d) Extensive reading.

9. Facial expressions are a part of -----

- (a) Gestures
- (b) Verbal communication
- (c) Chronemics
- (d) Body language

10. Which of these must be avoided for effective communication?
- (a) Listening
 - (b) Politeness
 - (c) Clarity
 - (d) Ambiguity.

Section B

Five Questions of 02 Marks each (5x2=10)

- 11. Explain downward communication with an example.
- 12. What is the difference between listening and hearing?
- 13. Describe different types of reading.
- 14. What is the importance of visual aids in technical communication?
- 15. Explain the cadets' role on board and expectations from them.

Section C

Seven Questions of 10 Marks each of which any 05 questions to be answered.
(5x10=50)

- 16. Compare general and technical communication on your own words. (10)
- 17. Imagine you are the coordinator of an event in your college. Write an email to the participants informing them of the rules and regulations of that event. (10)
- 18. Write a short notes on any two of the following in 100 words each: (5+5 marks)
 - A) Scanning
 - B) Skimming
 - C) Intensive reading
- 19. Classify and explain communication barriers under the following categories: Linguistic, Psychological, Cultural, Physical, and Organizational Barriers (10)
- 20. Imagine that you find an advertisement in the 'Times of India' dated 30th May 2023, to apply for the post of Second Engineer in LTS Shipping Company,

Mumbai. Prepare a Covering letter and a Curriculum Vitae for the above mentioned position. (10)

21. Explain the importance of Physical fitness, health and personal hygiene on board. (10)

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.

Tolani