

**Indian Maritime University**

**(A Central University, Govt of India)**

**End Semester Examinations – December 2025**

**Programme Name: B Tech (Marine Engineering)**

**Semester: I**

**Subject Code: UG11T5101**

**Subject Name: English and Communication**

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Date: 06.12.2025

Max Marks: 70

Duration: 03 Hrs

Pass Marks: 35

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General Instructions

- (i) All Sections (A, B & C) are to be attempted.
- (ii) Options, if any, are specified in respective section.
- (iii) Do NOT mention name, registration number or any identifying data in the answers.

**Section A**

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

1. A physical barrier to communication is:
  - a) Poor listening skills
  - b) Noise and faulty equipment
  - c) Cultural differences
  - d) Fear or anxiety
2. Which communication flow moves from subordinates to superiors?
  - a) Horizontal
  - b) Diagonal
  - c) Downward
  - d) Upward
3. Identify the correct sentence:
  - a) He don't likes coffee.
  - b) She have finished her work.
  - c) He doesn't like coffee.
  - d) She have went to the market.
4. Identify the sentence in which the subject-verb agreement is correctly used.
  - a) The list of safety rules are on the notice board.

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- b) Neither the cadets nor the officer were present.
- c) The condition of the lifeboats has been checked.
- d) The crew members works very hard during the drill.
5. Which type of listening focuses on understanding and remembering instructions?
- a) Comprehensive Listening
- b) Empathetic Listening
- c) Appreciative Listening
- d) Evaluative Listening
6. What is the main purpose of skimming while reading a text?
- a) To read every word carefully and understand each detail
- b) To locate specific information quickly.
- c) To get a general idea of the main points in the text.
- d) To memorize important sentences
7. Listening is a process of:
- a) Hearing and ignoring
- b) Receiving, interpreting, and responding to messages
- c) Speaking attentively
- d) Reading carefully
8. Reading speed is important because it:
- a) Reduces comprehension
- b) Makes reading difficult
- c) Creates errors
- d) Saves time and improves efficiency
9. Which sentence is not courteous according to the 7 Cs of letter writing?
- a) I would be grateful if you kindly grant permission.
- b) Please grant permission immediately as this event is important for me.
- c) May I request your approval to participate in the seminar?
- d) Your kind consideration will be appreciated.
10. A factual report should be:
- a) Emotional and opinion-based
- b) Written in an informal tone
- c) Objective, clear, and based on facts
- d) Long and descriptive
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## Section B

Five Questions of 02 Marks each

11. Write any two features of non-verbal communication with examples.
12. Explain Physiological barrier to communication.
13. What is Skimming and Scanning types of reading. Give examples for each.
14. Compare listening and hearing.
15. Mention any two advantages of having a well-prepared résumé.

## Section C

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

16. Describe the complete communication process/cycle & its elements with the diagram.
17. Explain the concept, process, and types of Reading.
18. a) Explain the role of cultural diversity in on-board communication.  
(4 Marks)  
b) Critically analyse how miscommunication can affect safety during emergency operations. (6 Marks)
19. a) Write the importance of listening. (4 Marks)  
b) Explain any two types of listening: 1. Empathetic Listening,  
2. Appreciative Listening, 3. Evaluative Listening, 4. Comprehensive Listening  
(6 Marks)
20. Write an email to the Computer Lab In-Charge inquiring about the availability of computers in the lab for completing an academic project. Your name is 'Compass' (10 Marks)
21. You are asked to help the Chief Officer prepare a Safety Check Report after looking at the crew rooms and kitchen areas on the ship. (10 Marks)

Write the Report to include:

- Your name as 'Cadet Jack Sparrow'
  - Which areas you checked.
  - What you noticed about cleanliness, fire safety, and electrical fittings.
  - Any problems or issues you found.
  - What actions were done immediately to fix the problems.
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- Suggestions to keep these areas safe and clean in the long run.

22. Write a Job Application Letter with Resume under the name 'Sailor'

(10 Marks)

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