

Deccan Education Society, Pune

Chintamanrao College of Commerce, Sangli – 416 415

B.Com. Part-II-(Sem-III) Examination, March-2021

Subject: English For Business Communication

QUESTION BANK

Multiple Choice Questions (English)

Question: Select the correct option to complete the given sentences.

MODULE 1

ORAL SKILLS

1. Oral Communication is a _____ medium.
A) **auditory** B) visual C) audio-visual D) none of the above
2. Speech is often accompanied by _____.
A) Disturbance B) **gestures** C) pictures D) none of the above
3. Rhythm and Intonation are associated with _____.
A) report-writing B) writing C) **speech** D) none of the above
4. Most of the times, writing is _____.
A) **well-planned** B) unpredictable C) spontaneous D) none of the above
5. Most of the times, speech is _____.
A) well-planned B) unpredictable C) **spontaneous** D) none of the above
- 6) Writing is _____

A) Temporary B) **Permanent** C) Useless D) None of the above

7) Confusion of _____ is common in the oral communication and it is strictly avoided in the written communication.

A) Preposition B) Articles C) **Tense** D) none of the above

8) Sometimes _____ is used where the subjects are omitted and yet we understand the meaning from the context.

A) **Ellipsis** B) Pronoun C) Object D) none of the above

9) The sub skills of oral presentation are ____

A) Good handwriting B) **Preparation/planning/execution** C) Gathering information D) none of the above

10) _____ is an important factor on which the effectiveness of a presentation depends.

A) **Confidence** B) Aggression C) Pride D) All the above

11) To comperere means to _____

A) **Conduct a program** B) Organise a program C) Give a party D) none of the above

12) Which of these phrases will you use for an introduction a guest

A) Good morning B) **Let me in introduce the chief guest** C) I apologise for the inconvenience D) none of the above

13) In a Power Point Presentation, mostly _____ should be used.

A) one word or a phrase B) complete sentences C) lengthy arguments D) none of the above

14) In a Power Point Presentation, never forget to mention the _____

- A) reference B) time limit C) your name D) All the above

15) The first slide in a Power Point Presentation includes

- A) Title of the Presentation B) Bibliography C) List of Diagrams D) None of the above

PHENOMENAL WOMAN

16) Which prize did Maya Angelou win for her volume of poetry

Just Give Me a Cool Drink of Water 'Fore I Die ?

- A) Nobel B) Grammy C) Pulitzer D) none of the above

17) _____ wonder where my secret lies

- A) pretty women B) my parents C) my sisters D) none of the above

18) But when I start to tell them, they think _____

- A) I'm telling lies B) I'm telling the truth C) I'm crazy

D) none of the above

19) I say, It's in the reach of my _____

- A) legs B) arms C) hips D) none of the above

20) Then they (men) swarm around me, (like) _____

- A) flies B) vultures C) a hive of honey bees D) none of the above

21) I say, It's the _____ in my eyes

- A) cataract B) fire C) charm D) none of the above

22) Men cannot see _____ of the phenomenal woman.

- A) the dress B) the mind C) **the inner mystery** D) the strength

23) The speaker in the poem believes she is a _____

- A) strong woman B) nun C) **a phenomenal woman** D) common woman

24) The strength of her beauty is _____

- A) **her innate beauty** B) her looks C) her physical beauty D) fitness

25) “Now you understand just why _____

- A) **My head is not bowed** B) I am a mystery C) I love you D) I am important

MODULE II

CONVERSATION SKILLS

Question: Select the correct option to complete the given sentences.

1) Eye contact is way to _____ another person.

- A) Avoid B) Frighten C) **Connect** D) None of the above

2) Your body language should show that you are _____.

- A) Worried B) **Confident** C) Anxious D) None of the above

3) “Hi Megha, its nice meeting you.” Is an example of-

- A) **Informal dialogue** B) Notice C) Formal dialogue D) None of the above

4) “Good morning sir, how can I help you?” Is an example of-

- A) Informal dialogue B) Notice C) **Formal dialogue** D)
None of the above

5) which of these sentences will you use while replying to a request for information?

- A) I don't have time B) **I would be happy to answer that** C) My name is Ajay D) None of the above

6) "Will you make sure the water is hot?" is an example of-

- A) Making request** B) seeking permission C) Complaint D) disagreement

7) "May I use your bicycle?" Is an example of-

- A) Making request B) **seeking permission** C) Complaint D) disagreement

8) "I am sorry to inform you that the parcel that we received was in a damaged condition." Is an example of-

- A) Making request B) seeking permission C) **Complaint** D) disagreement

9) "I am afraid I have a different opinion on this issue." Is an example of-

- A) Making request B) Seeking permission C) Complaint D) **Disagreement**

10) "The way I see it" Is an example of-

- A) Making request B) seeking permission C) Complaint D) **Stating an opinion**

11) "Let's just move on, shall we?" Is an example of-

- A) Making request B) **Settling an argument** C) Complaint D) disagreement

THE CHILDLESS ONE

12) What was the vegetable cooked most frequently in Radha's kitchen?

- A) Methi B) Palak C) Tomato D) Potato

13) Why does Radha's mother in law cook a particular vegetable frequently

- A) Because radha likes it B) Radha doesn't like it C) Mother in law likes it D) That vegetable is cheapest

14) Towards whom does Radha's mother in law show some consideration grudgingly

- A) Her daughter B) Mother of her grand child
C) Her son D) Her sister

15) Radha was operated on for a _____.

- A) Son B) Daughter C) Twin D) Tumor

16) Shripati works as a policeman in

- A) Pune B) Kolhapur C) Mumbai D) Songaon

17.) Radha lives in

- A) Pune B) Kolhapur C) Mumbai D) Vasti

18) _____ is childless in the story, the childless one.

- A) Radha B) Shripati C) Midwife D) Radha's sister

19) Towards the end of the story Radha becomes a _____.

- A) Officer B) Farm labourer C) Business woman D) House wife

THOSE WINTER SUNDAYS

20) The poem “those winter sundays” is written by

- A) W H Audem B) Robert Hayden C) John Milton D) John Keats

21) The poem “those winter sundays” is a poem of _____ and _____.

- A) Love and Hatred B) Discovery and Definition C) War and peace D) None of the above

22) The father in the Poem is _____

- A) Officer B) labourer C) clerk D) teacher

23) The father in the poem got up early on sundays to in _____

- A) The blue black cold B) The black cold C) The blue cold
D) The warm morning

24) The speaker feared the _____ of that house.

- A) Darkness B) Ghosts C) Chronic angers D) Loneliness

25) The poem “ Those Winter Sundays” is about

- A) Darkness B) Ghosts C) Unspoken Love between father and son
D) Loneliness

MODULE III ENGLISH FOR COMPETITIVE EXAMS

Choose the correct meaning of the idiom given below from the given options

- 1) Apple of one’s eye

- A) partial blindness B) a type of fruit C) someone loved deeply D) None of the above
- 2) A bed of roses
- A) an easy comfortable situation B) basket full of roses C) type of flower D) None of the above
- 3) To cry for the moon
- A) an easy comfortable situation B) sorrow C) to wish for something impossible D) None of the above
- 4) To dig one's grave
- A) make arrangements for burial B) hard work C) to destroy D) None of the above
- 5) Bad blood
- A) bitter relations B) strong bond C) infection D) None of the above
- 6) the gift of the gab
- A) Art of speaking B) to give someone a gift C) to win a prize D) None of the above
- 7) to cry over spilt milk
- A) To drop milk B) to repent C) to boil milk D) None of the above
- 8) to smell a rat
- A) To be doubtful B) bad smell C) infection D) None of the above
- 9) Herculean task
- A) Easy job B) very difficult C) task given to someone D) None of the above

10) bread and butter

A) Snack items B) **source of income** C) food product D) tasty dish

11) palmy days

A) **Prosperous days** B) rainy days C)difficult time D) None of the above

12) white elephant

A) An animal B)a rare thing C) **anything with less utility and more expenditure** D) None of the above

13) part and parcel

A) Courier item B)**inseparable part** C)useless part D) None of the above

14) a snake in the grass

A) **A secret enemy** B)a rare snake C)green snake D) None of the above

15) a daredevil

A) Fool B) **a fearless person** C) coward D) None of the above

Complete the following sentences choosing the correct alternatives:

16) I _____ my eyes _____ from the horrible scene

A) **turned, away** B) turned, down C) turns' aside D) turned, up

17) He has _____ all his friends since he became rich

A) thrown back B) **thrown out** C) thrown away D) thrown off

18) Rita _____ a family of freedom fighters

A) Comes off B) **comes from** C) comes by D) came about

19) Gandhi _____ non violence

A) Stood by B) **stood for** C) stood at D) stood to

20) A committee was set up to _____ the problem

A) Look on B) look upon C) **look into** D) look out

Rewrite the following sentences by choosing the correct alternatives from those given below them:

21) The candidate wanted to be a teacher at _____ school in a Boston suburb

A) Secondary B) a Kindergarten C) **an elementary** D) An intermediate

22) Research shows that _____ people are generally perceived as more intelligent

A) **educated** B) silent C) physically attractive D) professional

23) According to Albert Mehrabian highest percentage of any message about our feelings and attitudes comes from our _____

A) words B) voice C) bodily movements D) **facial expressions**

24) One should keep a _____ in business situations

A) Smiling face B) **poker face** C) angry face D) joyous face

25) according to Audrey Nelson Schneider _____ undercuts your verbal messages.

A) Too much enthusiasm B) poor communication C) **an appropriate smiling**
D) tall talks