



UNIVERSITY OF COLOMBO, SRI LANKA



UNIVERSITY OF COLOMBO SCHOOL OF COMPUTING

DEGREE OF BACHELOR OF INFORMATION TECHNOLOGY (*EXTERNAL*)

*Academic Year 2013/2014 – 1<sup>st</sup> Year Examination – Semester 1*

***EN1101 – Communication Skills***

*Multiple Choice Question Paper*

23<sup>rd</sup> March, 2014  
(ONE HOUR)

**Important Instructions:**

- The duration of the paper is **1 (One) hour**.
- The medium of instruction and questions is English.
- The paper has **25** questions and **8** pages.
- All questions are of the MCQ (Multiple Choice Questions) type.
- All questions should be answered.
- Each question will have 5 (five) choices with one or more correct answers.
- All questions will carry equal marks.
- There will be a penalty for incorrect responses to discourage guessing.
- The mark given for a question will vary from 0 to +1(*All the correct choices are marked & no incorrect choices are marked*).
- Answers should be marked on the special answer sheet provided.
- Note that questions appear on both sides of the paper. If a page is not printed, please inform the supervisor immediately.
- Mark the correct choices on the question paper first and then transfer them to the given answer sheet which will be machine marked. **Please read the instructions given on the other side of the answer sheet completely before you shade your correct choices.**

01) Which of the following statement/s is/are *incorrect* regarding spacing in handwriting?

- (a) Spacing between words is equal to one lowercase letter 'o'.
- (b) Spacing between sentences is equal to two lowercase 'o's.
- (c) It is important to maintain consistency when spacing.
- (d) Spacing between words is equal to one uppercase letter 'O'.
- (e) Spacing between sentences is equal to two uppercase 'O's.

02) Which of the following sentence/s bear/s correct punctuation?

- (a) Help! there is a fire in the barn.
- (b) Help, there is a fire in the barn!
- (c) Help! There is a fire in the barn.
- (d) Help....there is a fire in the barn.
- (e) Help there is a fire in the barn!

03) Which of the following sentence/s bear/s correct capitalization?

- (a) It is very cold in Nuwara eliya in the months of December and January.
- (b) Is Alice a believer of Lord Buddha or God?
- (c) Her garden was full of Roses and Butterflies.
- (d) I took my aunt on a pilgrimage to India.
- (e) You'd better ask Rishi whether you could bring your sister to Her party.

04) Which of the following sentence/s bear/s correct capitalization?

- (a) He said, "treat her as you would your own daughter."
- (b) Have you read 'The Tale of Two Cities'?
- (c) I enjoyed 'Harry Potter And The Half Blood Prince'.
- (d) Meet Ms. Perera before you visit Uncle Ben.
- (e) King Parakramabahu I is also known as Parakramabahu the great.

05) Which of the following should *not* be included in your cover letter, when applying for a job?

- (a) Address of sender
- (b) Address of receiver
- (c) Your qualifications
- (d) The name of the post you are applying for
- (e) How you knew about the vacancy

06) Identify the correct statement/s regarding CVs.

- I. It should include all your personal information.
- II. It has to include your employment history in brief.
- III. It may be signed by two non related referees.

- |                          |                |                        |
|--------------------------|----------------|------------------------|
| (a) (I) Only.            | (b) (II) Only. | (c) (I) and (II) Only. |
| (d) (II) and (III) Only. | (e) All.       |                        |

07) Identify the *incorrect* statement/s regarding CVs.

- I. It should include all your personal information.
- II. It has to include your educational qualifications.
- III. CVs should be professional

- |                          |                |                        |
|--------------------------|----------------|------------------------|
| (a) (I) Only.            | (b) (II) Only. | (c) (I) and (II) Only. |
| (d) (II) and (III) Only. | (e) All.       |                        |

08) Which of the following is/are *not* (a) reason/s to write a report?

- |  |
|--|
| (a) To inform  |
| (b) To make proposals or recommendations for a change      |
| (c) To analyze and solve problems                          |
| (d) To present the findings of an investigation or project |
| (e) To improve creative writing                            |

09) Which of the following *is/are not* (a) suitable conversation starter/s to make small talk between people who have met for the first time?

- |   |
|---|
| (a) Isn't it a nice sunny day for a walk?   |
| (b) Did you watch news yesterday?           |
| (c) Are you married?                        |
| (d) Oh, what a pretty dress you're wearing! |
| (e) Do you enjoy watching cricket?          |

10) Which of the following statements is/are *inappropriate* in small talk?

- (a) You look absolutely fashionable in those shoes!
- (b) Hi, I saw you dance really well.
- (c) Which party do you think will win this election?
- (d) This food is very tasty, isn't it?
- (e) Hey this is a nice office. How much do they pay you?

11) Which of the following is/ are correct regarding facing an interview?

- (a) Come early
- (b) Be open and honest
- (c) Do not sit until you are asked to
- (d) Smile
- (e) Talk with confidence

12) Which of the following sentence/s is/are correct regarding making presentations/ public speaking?

- (a) Time is the least important thing the presenter should worry about.
- (b) The presenter should practice before s/he delivers the presentation.
- (c) A public speaker needs to study his/her audience before delivering the speech.
- (d) A presenter of a presentation may use less body language compared to a public speaker.
- (e) A speaker should always speak very loud.

13) Which of the following is the *least suitable* statement to attract your audience during the opening of your speech on, '*Forgiveness*'?

- (a) Good Morning! Today I'm going to speak about *forgiveness*.
- (b) Have you ever been forgiven by someone for something?
- (c) "Always forgive your enemies; nothing annoys them so much," said Oscar Wilde
- (d) Mahatma Gandhi once said, "The weak can never forgive. Forgiveness is the attribute of the strong."
- (e) "To err is human, to forgive, divine..." is a popular statement known to almost all of us.

14) Which of the following is/are correct regarding body language during a public speech?

- (a) Keep your arms crossed in front
- (b) It's alright to sit on the floor if it is an appropriate gesture for your speech
- (c) Dramatize your body language
- (d) Use your facial expressions to help convey your message
- (e) Stand in one place throughout your speech

15) Identify the correct statement/s regarding *vocal variety*.

- I. Your volume should always be loud.
- II. If you bring your volume down, your voice should still be audible.
- III. You need not worry about the pitch of your voice.

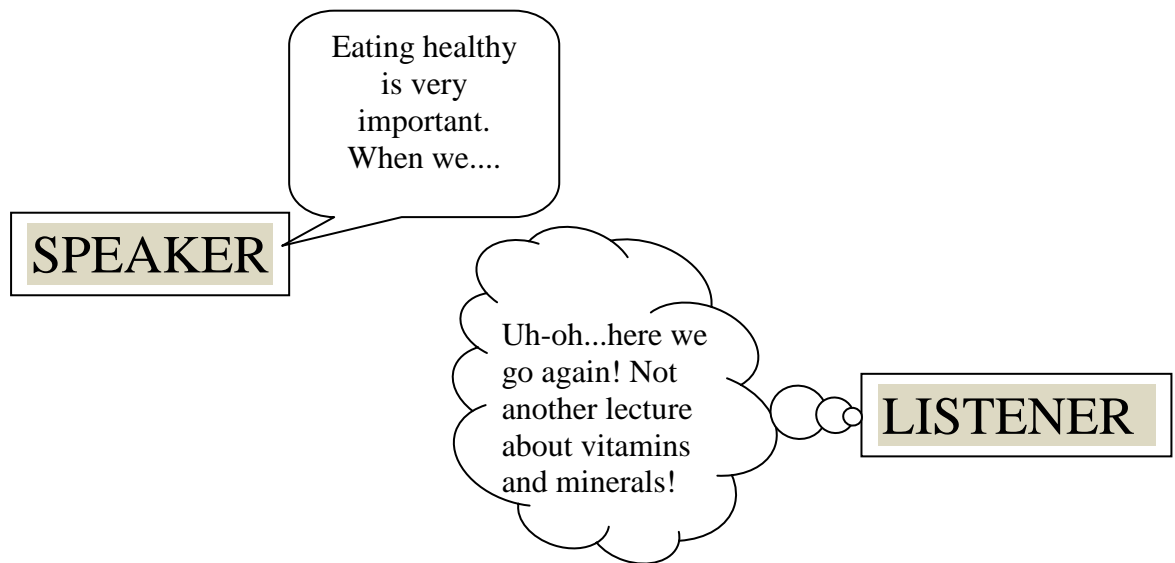
- |                          |                |                        |
|--------------------------|----------------|------------------------|
| (a) (I) Only.            | (b) (II) Only. | (c) (I) and (II) Only. |
| (d) (II) and (III) Only. | (e) All.       |                        |

16) Identify the *incorrect* statement/s about listening.

- I. It is similar to hearing.
- II. Listen to ideas more than words.
- III. It is important to show that you are listening.

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|--------------------------|----------------|------------------------|
| (a) (I) Only.            | (b) (II) Only. | (c) (I) and (II) Only. |
| (d) (II) and (III) Only. | (e) All.       |                        |

17) The diagram given below shows what a *speaker says* and a *listener thinks*.



Which of the following is/are correct regarding the speaker and the listener given in the diagram?

- |   |
|---|
| (a) The listener is not an active listener.                                 |
| (b) The listener should wait until the speaker finishes her/his point.      |
| (c) The listener is mentally interrupting with counter arguments/judgments. |
| (d) What the listener thinks is correct.                                    |
| (e) The speaker should have selected an interesting topic to talk.          |

- 18) Which of the following is/are (a) suitable question/s to clarify a point of a speech from a speaker?

- (a) What do you mean when you say.....?
- (b) Can you explain please?
- (c) Really?
- (d) Could you give some examples?
- (e) Can you show that diagram again?

**Questions 19- 23 are based on the following passage. Read the passage and carefully and answer the respective questions.**

The Gardens of the Sigiriya are one of the most important aspects of the site, as it is among the oldest landscaped gardens in the world. The gardens are divided into three distinct but linked forms: water gardens, cave and boulder gardens, and terraced gardens.

The water gardens can be seen in the central section of the western precinct. Three principal gardens are found here. The first garden consists of a plot surrounded by water. It is connected to the main precinct using four causeways, with gateways placed at the head of each causeway. This garden is built according to an ancient garden form known as *char bagh*, and is one of the oldest surviving models of this form.

The second contains two long, deep pools set on either side of the path. Two shallow, serpentine streams lead to these pools. Fountains made of circular limestone plates are placed here. Underground water conduits supply water to these fountains which are still functional, especially during the rainy season. Two large islands are located on either side of the second water garden. Summer palaces are built on the flattened surfaces of these islands. Two more islands are located farther to the north and the south. These islands are built in a manner similar to the island in the first water garden.

The third garden is situated on a higher level than the other two. It contains a large, octagonal pool with a raised podium on its northeast corner. The large brick and stone wall of the citadel is on the eastern edge of this garden.

The water gardens are built symmetrically on an east-west axis. They are connected with the outer moat on the west and the large artificial lake to the south of the Sigiriya rock. All the pools are also interlinked using an underground conduit network fed by the lake, and connected to the moats. A miniature water garden is located to the west of the first water garden, consisting of several small pools and watercourses. This recently discovered smaller garden appears to have been built after the Kashyapan period, possibly between the 10th and 13th centuries.

The boulder gardens consist of several large boulders linked by winding pathways. The gardens extend from the northern slopes to the southern slopes of the hills at the foot of Sigiriya rock. Most of these boulders had a building or pavilion upon them; there are cuttings that were used as footings for brick walls and beams.

The terraced gardens are formed from the natural hill at the base of the Sigiriya rock. A series of terraces rises from the pathways of the boulder garden to the staircases on the rock. These have been created by the construction of brick walls, and are located in a roughly concentric

plan around the rock. The path through the terraced gardens is formed by a limestone staircase. From this staircase, there is a covered path on the side of the rock, leading to the uppermost terrace where the lion staircase is situated.

Source: Wikipedia (2013)

19) The main purpose of this passage is to

- (a) create a feeling of patriotism among Sri Lankans
- (b) highlight the greatness of the historical fortress
- (c) describe the landscape of Sigiriya
- (d) discuss the importance of preserving the site
- (e) describe the importance of Sigiriya as a world heritage site

20) In paragraph 5, the author writes, “**This recently discovered smaller garden appears to have been built after the Kashyapan period, possibly between the 10th and 13th centuries.**” This statement....

- (a) contradicts a previous idea
- (b) supports a later point
- (c) refers to an earlier statement
- (d) introduces a new idea
- (e) confuses the reader

21) Which of the following best describes *a moat*?

- (a) A sluice gate
- (b) A canal
- (c) A barrier
- (d) A tank outlet
- (e) A deep wide trench filled with water

22) Which of the following is an antonym (opposite in meaning) for *farther*?

- (a) closer
- (b) mother
- (c) thinner
- (d) narrower
- (e) clean

23) Which of the following summarizes the passage?

- (a) The gardens of Sigiriya are divided into three distinct but linked forms: water gardens, cave and boulder gardens, and terraced gardens.
- (b) Sigiriya has a beautiful landscape.
- (c) The landscaped gardens of Sigiriya, falls into three categories. Namely, water gardens, cave and boulder gardens and terraced gardens.
- (d) The gardens of Sigiriya are built according to an ancient garden form known as *char bagh*.
- (e) Sigiriya is a beautiful rock fortress.

24) Which of the following is/are true regarding summarizing?

- (a) References should be included
- (b) Plagiarism is not allowed
- (c) Should be brief
- (d) Should be an overview of the original text
- (e) Should include all the keywords of the original text

25) Which of the following is/are true regarding paraphrasing?

- (a) Usually shorter than the summary
- (b) Usually longer than the summary
- (c) Should be written in one's own words
- (d) References should be included
- (e) Plagiarism is allowed

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