

Sai Shiva Educational trust,
ARUN MUCHHALA INTERNATIONAL COLLEGE OF HOTEL MANAGEMENT
FYBsc Sem 2 Communication Skills (English & French) II Sample Paper

1. Which of the below is not an objective of an interview?
 - a. Seeking more information about the candidate
 - b. Verifying the information given by the candidate
 - c. Demotion of goodwill towards the organization
 - d. To give an idea of disciplinary action

2. ____ interviews are conducted to observe a candidate's behavior under stress.
 - a. Depth
 - b. Stress
 - c. Individual
 - d. Panel

3. In an interview, you should never blame your ____ for career choices made by you.
 - a. Family
 - b. Yourself
 - c. School
 - d. College

4. Which of the below option is not something to do during a Group Discussion?
 - a. Establish eye contact with participants
 - b. Support your point of view with false claims
 - c. Address group members with respect and dignity
 - d. While concluding summarize the main points of discussion

5. Which of the below options should be done during a Group Discussion?
 - a. Over gesticulate
 - b. Scream and shout to prove your point
 - c. Present yourself as a team player
 - d. Get restless and jittery

6. Presentation can be defined as an informal or set piece occasion with two usual hallmarks – the use of audio visual aids and team work.
 - a. Meeting
 - b. Notice
 - c. Presentation
 - d. Letter

7. Which of the below options is not a visual aide?
- Flip charts
 - OHP
 - Power point
 - Audio recording
8. Speaking skills consist of ____, ____ and ____.
- Verbal, vocal, visual
 - Paralanguage, language and vocal
 - Verbal, paralanguage, visual
 - Language, vocal, visual
9. Which of the below is not a quality of good speech?
- Dynamic
 - Full of error
 - Brevity
 - Authentic
10. A good ____ should continue speaking while the audience is still eager to hear more.
- Interviewer
 - Interviewee
 - Speaker
 - Candidate
11. ____ is a coming together of several people at a certain time and place for discussion.
- Meeting
 - Agenda
 - Group Communication
 - Office Communication
12. Which of the below is not an advantage of Meetings?
- Encourages dictatorship
 - Encourages horizontal communication
 - Encourages inter-departmental co-ordination
 - Improves talent
13. In a meeting you should ____ interrupt others.
- Constantly
 - Never
 - Always

d. Regularly

14. Serving _____ is essential for holding meeting.

- a. Memo
- b. Notice
- c. Agenda
- d. Minutes

15. A report studies _____ problem in details.

- a. Several
- b. Numerous
- c. Single
- d. Multiple

16. An effective report calls for professionalism, profound knowledge of the subject and outstanding _____ proficiency.

- a. Writing
- b. Vocal
- c. Physical
- d. Spoken

17. A report meant for the _____ should be different from one meant for the technical people.

- a. professional
- b. proficient
- c. Layman
- d. Qualified

18. Reports reveal _____ in thinking.

- a. Gap
- b. Agreement
- c. Harmony
- d. Accord

19. Official letters are also referred to as _____.

- a. Informal
- b. Formal
- c. Personal
- d. Impersonal

20. There are 3 styles of letter writing _____, _____ and _____.

- a. Block, Semi-Block, Auto Block
- b. Block, Semi-Block, Modified Block
- c. Block, Semi-Block, Full Block
- d. Block, Semi-Block, Adapted Block

21. From the below options, which option is true about applications?

- a. You mention the subject.

- b. You elaborately explain your purpose while writing it.
 - c. You have long communication with someone
 - d. You summarize the purpose while writing it.
22. Which of the below is not a use of Memo?
- a. To give information to someone
 - b. To request for help
 - c. To take feedback
 - d. To issue an instruction
23. ____ communication is suited for organisations where the line of authority runs downwards.
- a. Upward
 - b. Downward
 - c. Horizontal
 - d. Grapevine
24. Distortion of message is a disadvantage of ____.
- a. Grapevine
 - b. Upward
 - c. Downward
 - d. Lateral
25. Most ____ are pinned up or pasted on boards for the purpose of announcement only.
- a. Memos
 - b. Letters
 - c. Notices
 - d. Agendas
26. ____ is the exchange of facts, ideas, opinions or emotions by two or more people.
- a. Communication
 - b. Interview
 - c. Presentation
 - d. Meeting
27. The person to whom a message is directed to is called the receiver or ____.
- a. Communicator
 - b. Interpreter
 - c. Officiator
 - d. Sender
28. ____ Communication brings quick feedbacks.
- a. Written
 - b. Oral
 - c. Non-verbal
 - d. Visual

29. Which of the below is not a disadvantage of written communication?
- More time is required to compose a message
 - Doesn't bring instant feedback
 - Messages can be edited and revised many times before being sent
 - People can struggle with writing ability
30. Punctuality and meeting deadlines are examples of which types of non-verbal communication?
- Artifacts
 - Chronemics
 - Proxemics
 - Oculesics
31. Il est Quatre heures cinq – Translate French to English .
- Its ten pass four
 - Its six pass four
 - Its seven pass four
 - Its five pass four
32. Il est Quatre heures dix – Translate French to English
- Its two pass four
 - Its five pass four
 - Its six pass four
 - Its ten pass four
33. Il est Quatre heures et quart .
- It is ten pass four .
 - It is five pass four .
 - It is six pass four .
 - It is quarter pass four .
34. Hello in French is known as :-
- Au revoir!
 - Demain
 - Aujourd'hui
 - Bonjour!
35. Good evening in French Means :
- Au revoir!
 - Bonsoir
 - Aujourd'hui
 - Bonjour!
36. Bye in French is:

- a. Au revoir!
- b. Demain
- c. Aujourd'hui
- d. Bonjour!

37. Today in French is

- a. Au revoir!
- b. Demain
- c. Aujourd'hui
- d. Bonjour!

38. Translate the word English to French for :- Fish

- a. Poulet
- b. Roti
- c. Poisson
- d. Entr'ee

39. The French word for Mushroom is :

- a. Poulet
- b. Roti
- c. Champignon
- d. Entr'ee

40. Translate the word French to English Est "

- a. North
- b. South
- c. West
- d. East

41. In Kitchen , Translate the word French to English : Jambon

- a. Chicken
- b. Ham
- c. Ash tray
- d. Glass

42. Translate the word French to English - " bocal "

- a. Glass
- b. Knife
- c. Jar
- d. Fork

43. Translate word French to English -" Sud "

- a. North
- b. South
- c. West
- d. East

44. Translate word French to English - " Ouest " .
- North
 - South
 - West
 - East
45. Translate French to English - - "vers le bas"
- Up
 - Down
 - Right
 - Left
46. Translate French to English -" droite"
- Up
 - Down
 - Right
 - Left
47. Translate word French to English -" La Gauche "
- Up
 - Down
 - Right
 - Left
48. Translate French to English -" De rien "
- Welcome
 - Please
 - Good Morning
 - Good Night
49. In restaurant Translate the word French to English :- "Nappe"
- Cutlery
 - Glass
 - Soup Bowl
 - Table cloth
50. In restaurant, Translate the word French to English : "vaisaille"
- Utensils
 - Jar
 - Corkscrew
 - Glass