



UNIVERSITY OF COLOMBO, SRI LANKA

UNIVERSITY OF COLOMBO SCHOOL OF COMPUTING

DEGREE OF BACHELOR OF INFORMATION TECHNOLOGY (EXTERNAL)

Academic Year 2019 – 1st Year Examination – Semester 1

EN1101 – Communication Skills
Multiple Choice Question Paper

22nd June, 2019
(ONE HOUR)

Important Instructions :

- The duration of the paper is **1 (one) hour**.
- The medium of instruction and questions is English.
- The paper has **26 questions** and **7 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 (*All the incorrect choices are marked & no correct choices are marked*) 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 completely read and follow the instructions given on the other side of the answer sheet before you shade your correct choices.**
- Calculators are **not** allowed.
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1) Which of the following is/ are an advantage/advantages of typing compared to handwriting?

- (a) Typing has more cognitive benefits
- (b) Typing lets ideas flow without disturbance compared to handwriting
- (c) Typing allows you to get rid of spelling errors easily compared to handwriting.
- (d) Typing lacks efficiency
- (e) Typing allows increased readability

2) Which of the following sentence(s) indicate(s) correct capitalization?

- (a) Can you mark River Mahaweli on a map?
- (b) The longest river of Sri Lanka is Mahaweli.
- (c) His parents are mr. and mrs. Abeysekera.
- (d) The governors and mayors were called for a meeting.
- (e) There were many Lions in the zoo.

3) Which of the following sentence(s) indicate(s) correct punctuation?

- (a) I like to have a mug of tea, bacon and eggs, and toast.
- (b) Stop, don't run!
- (c) "I wish I were a bird", said the toddler.
- (d) "Can you help me?" asked the old lady.
- (e) "May I know your name please"? Inquired Pat.

4) Which of the following sentence(s) indicate(s) correct capitalization and punctuation?

- (a) Under the water you can see the swans' legs as it swims.
- (b) Under the water you can see the swan's legs as it swims.
- (c) Under the water you can see the Swan's legs as it swims.
- (d) Under the water, you can see; the swan's legs, as it swims.
- (e) Under the water, you can see the swans' legs as it swims.

5) Which of the following is/ are *incorrect* regarding essay writing?

- (a) A good introduction will make your readers want to read your paper
- (b) Opening with a compelling story, an interesting question, or a vivid example can get your readers to see why your topic matters and serve as an invitation for them to join you for an engaging intellectual conversation
- (c) An effective conclusion gives your reader something to take away that will help them see things differently or appreciate your topic in personally relevant ways.
- (d) The conclusion maybe your last opportunity to introduce a new idea.
- (e) The conclusion should make your readers glad they read your paper.

6) Given below is a part of a research report. Which part could it be?

There are, however, some negative aspects associated with the transformation. Many areas of employment have been replaced by machinery or other technologies, displacing unskilled workers. Consequently, Australian society is now experiencing a high demand for a skilled labour force, and an increasing sector of the population without such skills is suffering long-term unemployment. The change experienced in such a relatively short period of time leads to the question: what do the next fifty-five years hold?

Source: <https://www.vu.edu.au/sites/default/files/campuses-services/pdfs/sample-research-report.pdf>

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| (a) recommendations | (b) summary | (c) conclusions |
| (d) introduction | (e) abstract | |

7) Which of the following can be included in both a CV and a cover letter?

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| (a) Applicant's address | (b) Educational qualifications | (c) Recipient's address |
| (d) Date | (e) Signature of Applicant | |

8) Which of the following is/are correct regarding CVs?

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| (a) Should indicate why you are applying for the post |
| (b) Should be brief and to the point |
| (c) It is suitable to have referees from the same field of expertise of the position you are applying for |
| (d) The information should be relevant to the post you are applying for |
| (e) The information provided should be true and correct |

9) Which of the following is/are **incorrect** regarding small talk?

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| (a) It is a skill that can be developed |
| (b) Small talk is not so important |
| (c) It is used to break the silence between two individuals |
| (d) It helps in building good personal as well as business relationships |
| (e) It is generally considered rude to stay silent when someone makes small talk with you |

10) Which of the following is/are **not appropriate** in small talk?

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| (a) Hi, nice to see you after many years. Oh, you have put on a lot of weight! |
| (b) Hey, did you listen to the news headlines yesterday? |
| (c) Have you heard of the latest gossip regarding cricket? |
| (d) Oh what a beautiful haircut! What is the salon? |
| (e) Hi, are you employed in this company? How much do they pay you? |

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

- (a) Thank the interviewee for attending
- (b) Explain the purpose of the interview
- (c) Ask relevant questions
- (d) Carefully go through the documents provided by the interviewee
- (e) An interviewee can be judged by his/her appearance

12) Which of the following is/ are correct regarding vocal variety used during a speech?

- (a) The pitch should be comfortable to both the speaker and the listener.
- (b) The speaking voice should be audible and clear with or without a microphone.
- (c) It is alright to change your voice with each word you talk
- (d) The word, "Yes," said in three varied vocal tones may demonstrate three different messages
- (e) It is alright to whisper if necessary but your whispering should be audible.

13) Which of the following is/are **incorrect** regarding preparing for a presentation?

- (a) It is helpful if you sip some warm water before you start
- (b) When practicing, pay more attention to the amount of speech content more than the time required to deliver your speech
- (c) Insert as much statistics including charts, graphs and tables as you may, in your presentation slides.
- (d) It's helpful to know what type of audience you will get
- (e) Try rehearsing your presentation before its actually done

14) Which of the following is/are correct regarding the use of visual aids in presentations/ public speeches?

- (a) Use clear images and less text
- (b) Explain to the audience what the visual is about
- (c) Props could be used anytime during the speech if it contributes to the speech message
- (d) Explain how to read your visual and emphasize your point
- (e) Try not to have more than six words per bullet point

15) Which of the following people is/are (an) active listener?

Speaker (starts): Good morning ladies and gentlemen, there is nothing so good for you like a well balanced diet....

What the audience think

Thamara : Oh no, here we go again, another speech about nutrients and balanced diets....

Rahal : I know the subject better than her

Rajah : Sleeping time!

Tharushi : Hmm...let's see what she has to share with us

Ginush (stands and raises a question) : Mam, now a days food is contaminated so, what do you suggest that we should do to prepare a properly nutritious diet?

- (a) Thamara
- (b) Rahal
- (c) Rajah
- (d) Tharushi
- (e) Ginush

16) Read the incident below.

A young employee of a company comes to meet his boss to offer him a suggestion to solve a current issue in the company. The employee starts voicing his suggestion and the boss shoots down his suggestion, tells him why it won't work and advises him what to do.

Which of the following is/are correct regarding the above incident?

- (a) The young employee should have kept quiet
- (b) The company may have lost a great idea
- (c) The boss is more experienced and he did the correct thing
- (d) The boss is not an active listener
- (e) The employee should take his superior's word

Questions 17-26 are based on the passage given below

Deforestation on a human scale results in decline in biodiversity, and on a natural global scale is known to cause the extinction of many species. The removal or destruction of areas of forest cover has resulted in a degraded environment with reduced biodiversity. Forests support biodiversity, providing habitat for wildlife, moreover, forests foster medicinal conservation. With forest biotopes being irreplaceable source of new drugs, deforestation can destroy genetic variations (such as crop resistance) irretrievably.

Since the tropical rainforests are the most diverse ecosystems on Earth and about 80% of the world's known biodiversity could be found in tropical rainforests, removal or destruction of significant areas of forest cover has resulted in a degraded environment with reduced biodiversity. A study in Rondônia, Brazil, has shown that deforestation also removes the microbial community which is involved in the recycling of nutrients, the production of clean water and the removal of pollutants.

It has been estimated that we are losing 137 plants, animal and insect species every single day due to rainforest deforestation, which equates to 50,000 species a year. Others state that tropical rainforest deforestation is contributing to the ongoing Holocene mass extinction. The known extinction rates from deforestation rates are very low, approximately 1 species per year from mammals and birds which extrapolates to approximately 23,000 species per year for all species. Predictions have been made that more than 40% of the animal and plant species in Southeast Asia could be wiped out in the 21st century. Such predictions were called into question by 1995 data that show that within regions of Southeast Asia much of the original forest has been converted to monospecific plantations, but that potentially endangered species are few and tree flora remains widespread and stable.

Scientific understanding of the process of extinction is insufficient to accurately make predictions about the impact of deforestation on biodiversity. Most predictions of forestry related biodiversity loss are based on species-area models, with an underlying assumption that as the forest declines species diversity will decline similarly. However, many such models have been proven to be wrong and loss of habitat does not necessarily lead to large scale loss of species. Species-area models are known to over predict the number of species known to be threatened in areas where actual deforestation is ongoing, and greatly over predict the number of threatened species that are widespread.

A recent study of the Brazilian Amazon predicts that despite a lack of extinctions thus far, up to 90 percent of predicted extinctions will finally occur in the next 40 years.

(source: <https://en.wikipedia.org/wiki/Deforestation>)

17) Which of the following is/are **incorrect** regarding deforestation?

- (a) Will cause extinction of many species
- (b) Will reduce bio diversity
- (c) Will degrade the environment
- (d) Will destroy genetic variations
- (e) Will fortify medicinal conservation

18) Which of the following is/are correct regarding tropical rain forests?

- (a) They contain the highest number of fauna and flora
- (b) They bear the highest bio diversity known to us
- (c) They lose 50,000 species per year
- (d) They lose 23,000 species per year
- (e) They have degraded environments

19) What does the author feel about predictions of extinction of species?

- (a) that we are losing 50,000 species per year
- (b) that we are losing 23,000 species per year
- (c) that the Holocene mass extinction is taking place
- (d) that there is something wrong with the predictions made
- (e) that more than 40% of the animal and plant species in Southeast Asia could be wiped out in the 21st century

20) Which of the following explains “*irretrievably*” ?

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| (a) not relevant | (b) not responsible | (c) cannot be put right again |
| (d) cannot access | (e) cannot observe | |

21) Which of the following explains “*underlying*” ?

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| (a) enclosed | (b) down | (c) exposed |
| (d) understanding | (e) hidden | |

22) Which of the following explains “*extrapolates*” ?

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|----------------|------------------|--------------------|
| (a) to explain | (b) to highlight | (c) to distinguish |
| (d) to predict | (e) reaches | |

23) Which of the following is the antonym (opposite) of “*widespread*” ?

- (a) broad
- (b) deep
- (c) expansive
- (d) limited
- (e) extensive

24) Which of the following is the antonym (opposite) of “*decline*” ?

- (a) undisturbed
- (b) descend
- (c) fade
- (d) degrade
- (e) grow

25) Which of the following is the best summary of paragraph 4 ?

- (a) The effect of deforestation on bio diversity cannot be assumed within the existing knowledge of extinction of species.
- (b) The predictions made on extinction of species are incorrect
- (c) Endangered species will not extinct as soon as the scientists think they will
- (d) Deforestation has a major impact on extinction of endangered species.
- (e) Most of the predictions made on extinction are correct.

26) Which of the following, most appropriately paraphrases the last paragraph?

- (a) A recent study of the Brazilian Amazon indicates that despite the lack of extinction so far, up to 90 percent of the predicted extinctions will take place in the next 40 years.
- (b) A study on the Brazilian Amazon reveals that the majority of the extinctions predicted so far will only occur within the next 40 years.
- (c) A study shows that the assumed extinctions will take a long time to occur.
- (d) A research on Brazilian Amazon shows that the extinctions predicted are incorrect.
- (e) A research done recently demonstrates that all assumptions of extinction of species will only take place in the next 40 years to come.
