

Bachelor of Physical Education Arrear Examination – April/ May 2025
I Semester

Batch : 2023, 2024 Batch

Time : 3 Hours
Max. Marks : 100

23BDCS01 Communication Skills

Course Outcomes:

- CO1: Improved competence in oral and written communication
- CO2: Preparedness and ability to respond to various situations effectively
- CO3: Refined use of language in written communication
- CO4: Enhanced understanding of professional use of English language
- CO5: Ability to practice self-directed learning

Part A

25 x 1 = 25

Choose the Correct Answer

1. Which of the following is NOT a component of the communication process?
 - a. Sender
 - b. Receiver
 - c. Internet
 - d. Message
2. Which of the following best describes *clarity* in communication?
 - a. Providing detailed and lengthy explanations
 - b. Using complex vocabulary to sound professional
 - c. Ensuring the message is clear and easily understood
 - d. Sharing multiple ideas at once
3. Which of the following shows *courtesy* in communication?
 - a. Ignoring the listener's opinions
 - b. Using polite words and showing respect
 - c. Being blunt and direct without consideration
 - d. Focusing only on facts, not feelings
4. Which of the following is a *positive body language* sign during communication?
 - a. Crossing arms tightly
 - b. Maintaining eye contact
 - c. Looking at the floor while talking
 - d. Tapping fingers impatiently
5. Which technique helps to engage the audience during a presentation?
 - a. Reading slides word-for-word
 - b. Maintaining eye contact and asking questions
 - c. Speaking in a monotone voice
 - d. Ignoring audience reactions
6. Which of the following is the final step in the decision-making process?
 - a. Identifying alternatives
 - b. Evaluating the decision and its consequences
 - c. Gathering information
 - d. Making the decision
7. A routine decision is typically:
 - a. Complex and requires deep analysis
 - b. Made frequently and requires little thought
 - c. Always made by top management
 - d. A one-time, high-risk decision
8. Which of the following is a common barrier to effective decision making?
 - a. Having clear objectives
 - b. Information overload
 - c. Considering multiple alternatives
 - d. Gathering accurate data
9. Which of the following conflict resolution styles focuses on finding a win-win solution for both parties?
 - a. Avoiding
 - b. Competing
 - c. Collaborating
 - d. Accommodating

10. Which of these is a common cause of workplace conflict?
- Clear communication
 - Role ambiguity (unclear job roles)
 - Defined responsibilities
 - Strong teamwork
11. What is typically the first step in resolving a conflict?
- Agreeing on a solution
 - Ignoring the conflict
 - Identifying and acknowledging the problem
 - Blaming the other person
12. Which of the following best describes the organizing function in management?
- Setting goals for the organization
 - Arranging resources and tasks to achieve objectives
 - Monitoring employee performance
 - Leading and motivating people
13. What is the main objective of participating in a debate?
- To argue aggressively
 - To present and defend viewpoints with evidence
 - To interrupt the opponent constantly
 - To avoid listening to others' opinions
14. What is a key benefit of organizing work effectively?
- Increased confusion and duplication of tasks
 - Clear allocation of roles and responsibilities
 - Decreased efficiency in processes
 - Random task distribution
15. Which word correctly completes the sentence? They went to the _____ to buy fresh vegetables."
- Fair
 - Fare
 - Fir
 - Fairer
16. Select the correct homophone for this sentence: "She read the story before going to _____."
- Bed
 - Bred
 - Bread
 - Read
17. Which pair of words are homophones?
- Write / Right
 - Know / Now
 - Close / Clothes
 - Read / Red
18. What does the word left mean in this sentence? *After the meeting, she left early*
- Direction (opposite of right)
 - Departed from a place
 - Something that remains
 - Dropped
19. Which of these pairs shows homonyms?
- See / Sea
 - Bank / Bank
 - To / Too
 - Blue / Blew
20. Complete the sentence with the correct meaning of the homonym 'bat':
"He swung the _____ and hit a home run"
- flying mammal
 - sports equipment
 - door
 - ground
21. Which of the following is an important quality for an effective debater?
- Being disrespectful
 - Listening carefully to counter-arguments
 - Ignoring time limits
 - Focusing only on personal opinions
22. Active listening involves:
- Hearing the words but not responding
 - Fully concentrating, understanding, responding, and remembering what is being said
 - Waiting for your turn to speak

23. What is the main goal of a brainstorming session?
- To criticize ideas immediately
 - To generate a large number of ideas in a short time
 - To finalize the solution during the session
 - Focus only on realistic ideas
24. Which of the following is an anagram of the word "listen"?
- Silent
 - Stone
 - Inlets
 - Both a and c
25. Which pair of words are anagrams?
- Post / Stop
 - Cat / Act
 - Dusty / Study
 - All of the above

Part B

6 x 5 = 30

Answer ALL questions

Each answer should not exceed 200 words or two pages

26. a. List the 3As of active listening and explain it briefly.
(or)
26. b. If you are asked to present about Sports and its importance to life, how will you prepare for it?
27. a. What is your understanding about the principles of public speaking?
(or)
27. b. Explain the four types of language skills.
28. a. Construct a *Word Pyramid* of your own.
(or)
28. b. Define Debate and explain with example
29. a. Describe the kinds of body language with examples.
(or)
29. b. What is the difference between Focused Discussion and Brainstorming?
30. a. What are the benefits of organizing effectively?
(or)
30. b. How do you think conflicts can be managed? Give examples.
31. a. Enumerate the Do's and Don'ts of a debate.
(or)
31. b. Define *Homophones* and *Homonyms* with relevant examples.

Part B

3 x 15 = 45

Answer ALL questions

Each answer should not exceed 800 words or four pages

32. a. How do you think you can apply the 7C's of Communication in your profession?
(or)
32. b. What are the basic elements of debate? Explain them in detail.
33. a. Take a topic of your own and explore the content for a power point presentation with ten slides
(or)
33. b. Write a brief note on Presentation skills and mention the checklist of presentation.
34. a. Explain in detail about homophones, homonyms and anagrams with ten examples for each
(or)
34. b. How organized are you in your life? Describe with reference to the five ways of organizing effectively.