



K. Sambath

Avinashilingam Institute for Home Science and Higher Education for Women
(Deemed to be University Estd. u/s 3 of UGC Act 1956, Category A by MHRD)
Re-accredited with 'A++' Grade by NAAC. Recognised by UGC Under Section 12B
Coimbatore - 641 043, Tamil Nadu, India

**Bachelor of Education / B.Ed. Special Education /
Bachelor or Physical Education Degree Examination – November 2024**

I Semester

Class : I B.Ed. / I B.Ed. Special Education / I B.P.Ed.

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. The act of discussing on an already existing idea is
a. consultation b. brainstorming c. focused discussion d. argument
2. When a word can be pronounced the same way forward and backward it is called
a. homophone b. anagram c. palindrome d. homonym
3. Listening is the ability to _____ and respond to both verbal and nonverbal messages.
a. understand b. analyze c. respect d. none of the above
4. Communication includes LSRW skills and also
a. resistance and observing b. relaxing and hearing
c. sympathy and observing d. observing and empathy
5. A debate should begin with
a. frustration b. attitude c. a powerful quotation d. all the above
6. Which of the following is a positive body language?
a. Biting nails b. Doodling c. Fidgeting d. Maintaining eye contact
7. The primary goal of communication is
a. to create barriers b. to create noises c. to effect a change d. none of the above
8. Which of the following is NOT important in Public Speaking?
a. Body language b. Tone of voice c. Eye contact d. Slide presentation.
9. A Good presenter should
a. manage the time b. sequence the idea
c. clarify the doubts d. all the above
10. _____ occurs when people have different views on what values, deadlines and goals are important.
a. Fight b. Satisfaction c. Agreement d. Conflict

11. Brainstorming can be used for
 a. critical thinking b. coherent thinking
 c. generating new ideas d. out of box thinking
12. _____ technique implies 25 minutes work and 5 minutes break
 a. Time blocking b. Time boxing c. Eat the frog d. Pomodoro
13. _____ all the technical problems he had with the computer, he managed to send the e-mail.
 a. Although b. Since c. Despite d. Because
14. Which of these is important in mutual understanding with friends?
 a. Effective listening b. Encourage c. Writing d. Speaking
15. Time blocking is a technique to improve
 a. analyzing ability b. resolving conflicts
 c. presentation d. organizing effectively
16. What is the anagram of the word "a gentleman"?
 a. Elegant man b. Need man c. Mental man d. Manly
17. How can public speakers create rapport with the audience?
 a. Avoiding eye contact with the audience
 b. Speaking in a monotone voice
 c. Sharing personal stories and experiences
 d. Using complex language and jargon
18. The _____ messages help to strengthen relationships and to create goodwill among the audience.
 a. aggressive b. polite c. trivial d. unfaithful
19. Which sentence is in the passive voice?
 a. The cat chased the mouse b. Chasing the mouse is fun
 c. The mouse was chased by the cat d. Cat is chasing there house
20. Being fuzzy means
 a. quick b. slow c. lack of clarity d. lazy
21. Identify the word is NOT one of the 3As of active listening.
 a. Adjustment b. Attitude c. Attention d. Attribute
22. Good communication skills can help you in
 a. argue effectively b. build strong relationships
 c. Win every debate d. avoid talking to others
23. The process of organizing involves the following steps: arrange them in correct order.
 i. Identification
 ii. Assignment of duties
 iii. Establishing reporting relationship
 iv. Division of work
 a. i, iv, ii, iii b) iv, i, iii, ii c) ii, iii, i, iv d) iii, iv, i, ii
24. When you listen carefully to someone, you are practicing
 a. active listening b. passive listening c. ignoring d. speaking
25. Which of the following is a common mistake in public speaking?
 a. Practicing beforehand b. Making eye contact
 c. Pausing for emphasis d. Speaking too fast

Part B

6 x 5 = 30

Answer ALL questions

Each answer should not exceed 350 words

- 26.a. Give a short note on Active Listening and illustrate the 3 A's.
(or)
- 26.b. Define Communication. Explain the *Communication Process*.
- 27.a. Differentiate between healthy and unhealthy ways of conflict resolution.
(or)
- 27.b. Write a brief note on Problem Solving.
- 28.a. Elucidate the basic elements of debate.
(or)
- 28.b. Why public speaking is important in any academic/ formal arena?
- 29.a. Enumerate the kinds of Body Language with example.
(or)
- 29.b. What are the five ways to organize effectively?
- 30.a. Illustrate 6 C's of Decision Making in few sentences each.
(or)
- 30.b. Explain linking words with five examples.
- 31.a. Mention any six differences between Focused Discussion and Brainstorming.
(or)
- 31.b. Share your personal life experience related to importance of communication skills.

Part C

3 x 15 = 45

Answer ALL questions

Each answer should not exceed 800 words or four pages

- 32.a. What are the 7C's of Communication? Explain in detail.
(or)
- 32.b. Give a brief account on: i. homophones ii. homonyms iii. Anagrams and iv. palindromes with 3-5 examples for each.
- 33.a. What is debate? Enumerate its types and explain the Do's and Don'ts in a debate.
(or)
- 33.b. *Is Artificial Intelligence a boon or bane? Write ten points each 'for' and against' this topic.*
- 34.a. Elucidate in your own words on the Principles of Presentation Skills and identify the checklist while preparing to present.
(or)
- 34.b. How does Non Verbal communication play an important role in maintaining interpersonal relationships? Explain in detail with examples.
