



# UNIVERSITY OF MINES AND TECHNOLOGY, TARKWA

FIRST SEMESTER EXAMINATIONS, MARCH/APRIL, 2021.

**COURSE NO:** 157

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**COURSE NAME:** COMMUNICATION SKILLS

**CLASS:** ALL BSC I

**TIME:** 2 HOURS

Name: \_\_\_\_\_ Index Number: \_\_\_\_\_

1. Communication can best be described as
  - A. text messaging for response.
  - B. **The process by which individuals or groups share attitude, ideas and information.**
  - C. signaling to people.
  - D. queuing to disseminate information to specific audience.
  
2. The encoder of a message is also the same as the
  - A. decoder
  - B. destination
  - C. **sender**
  - D. channel
  
3. The respondent of a message can also be referred to as the
  - A. **destination**
  - B. message
  - C. encoder
  - D. channel
  
4. The means by which a message is packaged and sent is called
  - A. destination
  - B. message
  - C. encoding
  - D. **channeling**
  
5. The two main types of communication are
  - A. **verbal and non-verbal**
  - B. encoder and decoder
  - C. channel and medium
  - D. interpersonal and intrapersonal
  
6. What makes communication a process?
  - A. It has several sources
  - B. **It is ongoing and dynamic**
  - C. It has several audiences
  - D. It has a channel
  
7. Which of the following is not a type of verbal communication?
  - A. Impersonal
  - B. Intrapersonal
  - C. Interpersonal

D. **Personal**

8. Mass communication is another name for ..... Communication.

A. **Impersonal**

B. Intrapersonal

C. Interpersonal

D. Personal

9. The transmission of messages without the use of spoken or written words can be referred to as .....

A. verbal communication

B. sign language

C. **non-verbal communication**

D. abstract communication

10. The main purpose of communication which we should all note well is to

A. express one's displeasure.

B. **foster good relationships among individuals and groups.**

C. Spark tribal sentiments.

D. disgrace our enemies.

11. Whatever the encoder attempts to share in a communication is called

A. Channel

B. Decoder

C. Encoder

D. **Message**

12..... is the response of the listener/receiver of a message.

A. **Feedback**

B. Decoder

C. Channel

D. Encoder

13. Communication noise can be described as

A. any factor that brings communicators together.

B. any factor that fuels the communication process.

C. **any factor that disturbs, confuses or interferes with the communication process.**

D. any factor that engages communicators.

14. Which of the following is not a type of communication noise?

A. Semantic noise

B. **Material noise**

C. Channel noise

D. Psychological noise

15. There is ..... noise in a situation where the message gets through but the receiver has a problem interpreting and understanding it.

A. psychological

B. channel

C. **semantic**

D. physiological

16. When a message is inconsistent with the beliefs, attitudes and behaviours of the receiver thereby leading to a misinterpretation or misunderstanding of this message, we have what is called?

- A. Psychological noise
- B. Channel noise
- C. Semantic noise
- D. Physical noise

17. Monolineal, bilinear and multilineal sub-communication forms could be found under what communication type?

- A. Intrapersonal
- B. Interpersonal
- C. Impersonal
- D. Personal

18. When a manager gives a directive to his workers in a company, it could be classified under ..... communication form.

- A. monolineal
- B. bilinear
- C. multilineal
- D. personal

19. An interview could be a good example of ..... communication form.

- A. monolineal
- B. bilinear
- C. multilineal
- D. personal

20. All the following are terms used to refer to the formal directional flow of information in any organisation except

- A. Lines of communication
- B. Forms of communication
- C. Chain of communication
- D. levels of communication

21. "My father came to look for me but he did not see me." This is an example of ....

- A. Complex sentence
- B. Compound sentence
- C. Simple sentence
- D. Compound-Complex sentence

22. "Although it was raining, Mary came to school early." This best typifies a ..... sentence.

- A. Complex sentence
- B. Compound sentence
- C. Simple sentence
- D. Compound-Complex sentence

23. "We settled in a fertile spot in the desert" The underlined phrase can be replaced with.....

- A. land
- B. valley
- C. oasis
- D. forest

24. Either Jane or her sisters .... travelling.

- A. is
- B. was

- C. have
- D. are

25. .... is where someone hears and absorbs as much as possible.

- A. Listening in spurts
- B. Half listening
- C. Active listening
- D. Passive listening

26. To enhance effective listening, one must do all the following except

- A. acknowledge and respond
- B. must encourage distractions
- C. absorb the main ideas
- D. must try to concentrate

27. All the following are features of a bad listener except

- A. Listens to key phrases and information
- B. Switches off poor delivery
- C. Turns out dull material
- D. Takes note of surface meaning only

28. Effective listening requires all the following except

- A. Concentration
- B. Objectivity
- C. Receptivity
- D. Lateness to functions

29. "The teacher teaches very well". This is an example of ..... sentence.

- A. declarative
- B. imperative
- C. interrogative
- D. run-on

30. The foremost purpose of reading is .....

- A. comprehension
- B. writing
- C. listening
- D. speaking

31. A Message in written communication is influenced by ..... and ....., writing style, precision and clarity in the use of language.

- A. voice pitch and sonority
- B. facial gestures and attitude
- C. the vocabulary and grammar
- D. non-verbal signs and symbols

32. Which of the following is a reading fault?

- A. Intensive reading
- B. Fixity gaze
- C. Surveying
- D. Extensive reading

33. The section of a book, which normally gives general information to the reader is the .....

- A. **Index**
  - B. Introduction
  - C. Chapter heading
  - D. Appendix
34. Do you love me? This is an example of ..... sentence.
- A. a declarative
  - B. **an interrogative**
  - C. an imperative
  - D. a command
35. In the SQ3R reading strategy, the second 'R' stands for .....
- A. Read
  - B. Review
  - C. **Recall**
  - D. Record
36. Note making is normally associated with .....
- A. **reading**
  - B. listening
  - C. scanning
  - D. skimming
37. Note making is also associated with .....
- A. **reading**
  - B. listening
  - C. scanning
  - D. skimming
38. It is always good to be looking at the better side of things. The underlined phrase can be replaced with the word .....
- A. pessimistic
  - B. **optimistic**
  - C. negative
  - D. inward looking
39. "This man has lived for one hundred years" can be summarised as .....
- A. **This man has lived for a century**
  - B. This man has lived for a decade
  - C. This man has lived for a golden age
  - D. This man has lived for a score
40. "Communication is very important". This is an example of which sentence pattern?
- A. S+V+O
  - B. S+V+A
  - C. S+A+V
  - D. **S+V+C**
41. "Adriana usually complains". This is an example of which sentence pattern?
- A. S+V+O
  - B. S+V+A
  - C. **S+A+V**
  - D. S+V+C

42. A sentence may either be simple or .....
- A. Compound
  - B. Complex
  - C. Compound- Complex
  - D. **multiple**
43. Two key things to consider in the construction/formation of a sentence are
- A. **Word order and sense**
  - B. Sentence type and sense
  - C. Sentence pattern and punctuation
  - D. Word order and punctuation.
44. 'May I assist.' This is an example of a .....
- A. question
  - B. command
  - C. **request**
  - D. statement
45. Which of the following is not a sentence pattern in English Language?
- A. S + V
  - B. S + V + O
  - C. S + V + O + O
  - D. **S + O + V**
46. 'Teachers are precious.' This is an example of which sentence pattern?
- A. S + V
  - B. **S + V + O**
  - C. S + V + C
  - D. S + V + O + O
47. Juliet is one of the ladies who ..... so hard for the company.
- A. is working
  - B. work
  - C. **works**
  - D. was working
48. The headmaster together with the teachers ..... the sick every Friday.
- A. have visited
  - B. visit
  - C. **visits**
  - D. were visiting
49. The entire class ..... disturbing.
- A. are
  - B. aren't
  - C. were
  - D. **was**
50. The police ..... on a manhunt for that hardened criminal.
- A. is
  - B. **are**
  - C. isn't

D. was

51. Jeans ..... a favourite dress these days.

- A. is
- B. are
- C. was
- D. wasn't

52. Playing football on the field, the thief made away with all her belongings. Select from the options

A- **D the answer that corrects this sentence fault.**

- A. While playing football on the field, the thief made away with all her belongings
- B. While the thief was playing football on the field, he made with away all her belongings
- C. All her belongings were made away with by the thief while she was playing football on the field.
- D. On the field, while playing football, the thief made away with all her belongings.

53. I met him close to where the pen is. Select from the options A-D the answer that corrects this sentence fault.

- A. Where the pen is, was where I met him.
- B. When I was close to the pen, I met him.
- C. I met him when I was close to the pen
- D. **I met him close to the pig pen.**

54. Damian tells his friend, Kofi: "God may bless you." Select the option that best represents the Indirect/Reported Speech form of this sentence.

- A. Damian has been telling his friend that may God should be blessing him.
- B. Damian has told his friend: God bless you.
- C. **Damian tells his friend that God might bless him.**
- D. Damian told his friend that God will bless him.

55. Nafisa exclaimed: "I have completed my first semester exams." Select the option that best represents the Indirect/Reported Speech form of this sentence.

- A. Nafisa exclaimed that she was completing her semester exams.
- B. Nafisa shouted that she have completed her semester exams.
- C. Nafisa spoke aloud that she has completed her semester exams.
- D. **Nafisa screamed that she had completed her semester exams.**

56. Rita said: "I will be sending a message to my father." Select the option that best represents the Indirect/Reported Speech form of this sentence.

- A. **Rita told me that she will send a message to her father.**
- B. Rita told me she will be sending a message to her father.
- C. Rita told me she sent a message to her father.
- D. "I will send a message to my father", so Rita tells me.

57. Manasseh tells me: "these questions are so friendly." Select the option that best represents the Indirect/Reported Speech form of this sentence.

- A. Manasseh told me (that) these questions are so friendly.
- B. Manasseh told me (that) the questions were so friendly.
- C. **Manasseh tells me (that) those questions are so friendly.**
- D. Manasseh tells me (that) the questions are so friendly.

58. My Dad asked: "Did you study yesterday?" Select the option that best represents the Indirect/Reported Speech form of this sentence.

- A. My Dad asked if I studied yesterday.

- B. My Dad asked me If I was able to study yesterday.
- C. My Dad asked whether I do study the previous day.
- D. My Dad asked whether I studied the previous day.

59. The class was silenced by the disciplinary measures. Select the option that best represents the Active form of this sentence.

- A. The class got silenced when they were disciplined.
- B. The silence was a result of the disciplinary measures.
- C. The disciplinary measure silenced the class.
- D. The disciplinary measure resulted in the silence.

60. They will never be seen here again. Select the option that best represents the Active form of this sentence.

- A. Seeing them again will not be a possibility.
- B. They will never see them again.
- C. We will never see here again.
- D. We will never see them here again.