



UNIVERSITY OF MINES AND TECHNOLOGY, TARKWA

FIRST SEMESTER EXAMINATIONS, DEC 2014

COURSE NO : GM/GL/MN/MR/PE/ES/EL/MC/MA/CE 157

COURSE NAME: COMMUNICATION SKILLS

CLASS : GM/GL/MN/MR/PE/ES/EL/MC/MA/CE I TIME: 3

HRS

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Name: _____ Index Number: _____

**READ ALL INSTRUCTIONS VERY CAREFULLY. ANSWER ALL QUESTIONS IN YOUR ANSWER BOOKLET. THERE ARE FOUR SECTIONS (A, B, C AND D). DO ALL.
(60 MARKS TOTAL)**

NB: A total of 5 marks is reserved and distributed as follows:

- *Good handwriting: up to 1.5 marks*
- *Good presentation: up to 1.5 marks*
- *Good use of English, including correct spelling and punctuation: 2 marks*

A CANCELLED ANSWER ATTRACTS ZERO

SECTION A (10 Marks, 1 each). The Communication Process, etc.

Choose the correct answer from the options A to D and write down both the letter and the correct answer against it.

1. Which of the following indicates the correct sequence of elements of communication in the communication process?
A. Sender, Receiver, Channel, Message, Feedback
B. Receiver, Feedback, Sender, Message, Channel
C. Sender, Channel, Message, Feedback, Receiver
D. Sender, Message, Channel, Receiver, Feedback
2. Which of the following best defines the flow of information from the receiver to the sender?
A. Reflexive communication
B. Feedback
C. Communication process
D. Medium
3. The message sent is not always the same as the meaning attached to the message. This is because of the:
A. Wrong sender
B. Simple language
C. Information sent
D. Inaccurate decoding
4. Wrong decoding means:
A. Badly worded message

- B. Message sent to wrong receiver
 - C. Interpreted meaning is different from intended message
 - D. Message sent by wrong sender
5. The person who transmits messages is called:
- A. Sender or encoder
 - B. Sender or decoder
 - C. Sender or channel
 - D. Sender or destination
6. The first stage of the listening process involves:
- A. Hearing
 - B. Remembering
 - C. Responding
 - D. None of these.
7. Listening in spurts and Quiet passive listening are forms of:
- A. Hearing the sounds of words
 - B. Hearing the meaning of words
 - C. Ineffective listening
 - D. Taking notes.
8. A listener is concentrating on the appearance and delivery style of the speaker instead of the subject. In this case, the barrier to listening is:
- A. Jumping to conclusions
 - B. Wrong focus
 - C. Pre-judging subject
 - D. Gathering only facts
9. The acronym SQ3R means:
- A. Survey, Question, Read, Recall and Review
 - B. Survey, Question, Read, Relate and Remove
 - C. Survey, Question, Read, Recall and Review
 - D. Skim, Quiz, Read, Remove and Recall
10. Looking quickly through a book to get a superficial idea of the content is called...
- A. Intensive reading
 - B. Extensive reading
 - C. Skimming
 - D. Reviewing

SECTION B (10 Marks Total) Faster Reading with Comprehension

Read the following passage very fast and show your understanding of it by choosing from the alternatives lettered A to D the most appropriate one to answer each question. Write down the answers and the letters against them.

A Changing Language

The English language is different from any other language. Yet English words do not stay the same. Our language is always changing. We need new words for new inventions and new ideas. Different words come into use, or older words are used in a new way.

English can change by borrowing words from other languages. *Tomato* was borrowed from Mexico and *pajamas* from India. The word *coffee* came from Turkey, and *tea* came from China. Now new space and science words are being borrowed from other countries too.

New words are also made by adding two words together. Strawberry, postman, and grandfather are words made up of two parts.

Sometimes new words are shorter forms of older words. The word *photo* was made from *photograph* by cutting off the end of the longer word. *Plane* was made by cutting off the front part of *airplane*. *Smog* was made by using only the first two and last two letters from the words *smoke* and *fog*.

The names of people and products can become new words. Our sandwich was named after a man named Sandwich. Scotch tape, band-aid, and jello were names made up by the companies that first made the products.

(Text extracted from: *Reading for Concepts D* by William Liddle; the questions and answers are adapted.)

Find The Answers:

1. The English language needs new words for new
A. books and magazines. B. movies and TV plays.
C. inventions and ideas.
D. stories and fairy tales. (1 mark)
2. The word in paragraph 2 that means *taking* or *using* as one's own is ...
A. borrowing.
B. being borrowed.
C. was borrowed.
D. tomato. (1 mark)
3. The words "always changing" in paragraph 1 refers to our...
A. French language.
B. the English language.
C. language.
D. other language. (1 mark)
4. The story does not say so, but it makes you think that A.
all new words are borrowed.
B. languages do not stay the same.
C. all new words come from company names.
D. all languages are borrowed. (1.5 mark)
5. Scotch tape was named by
A. a Scotchman.
B. a child.
C. a country.
D. a company. (1 mark)
6. Other languages borrowed words from English.
A. Yes
B. No
C. Reject
D. Does not say (1 mark)
7. On the whole, this story is about A.
borrowing other languages.

B. the English Language. C.
naming new products

D. companies.

(1 mark)

8. Why is the English Language always changing? A.

People get tired of using the same words.

B. We need new words for new inventions and ideas.

C. English must become more like French and German.

D. English is dying.

(1 mark)

9. Which of these sentences do you think is right? A.

New words come about in different ways.

B. There are no new words in our language.

C. People in space talk a different language.

D. We learn English from a changing language.

(1.5 mark)

SECTION C (10 Marks, 1 each) Sentence Patterns

Put the following sentences in their clausal elements:

**E.g. John recognised the man (SVO) John/
recognised /the man.**

S V O

1. The three hunters arrived as the sun set.
2. Dark clouds formed in the west before the darkness arrived.
3. These secrets are still unknown.
4. The hunter brought a big lion home last night.
5. An angry crowd gathered before the jail.
6. Next week, I will be wedding Amina.
7. Yesterday, she hardly said a word.
8. They made him king in his hometown.
9. Adjoa always buys her mother a gift.
10. The Ghana Black Stars won the match.

SECTION D (25 Marks, 1each)

Rewrite the following faulty sentences while correcting all errors of vocabulary, spelling, tense, concord or ambiguity in them.

1. Our assistance use mobile phones.
2. Academically, our students remains the best in the country.
3. Don't be ignorance.
4. The economical situation is hard.
5. We did our best of which it was not enough.
6. The university is moving from strenght to strength.
7. The walk must be taking around the school.
8. Petrol and gas have gone up again.

9. The thanksgiving service was a success.
10. We are ever grateful to our Maker.
11. Been UMaT students, we are blessed.
12. Mathematics are not a difficult subject after all.
13. You may incur charges trying to access a network service.
14. People love dining rooms.
15. Assemble halls in some senior high schools are big.
16. Teaching has always being considered by many as a noble profession.
17. They are quiet gentle.
18. The lectures were busy last semester.
19. Our best students were recommended for their achievements.
20. Our motto is Knowledge Truth and Excellent.
21. Some first year students have already went on two field trips.
22. Two men travelled yesterday but we are sure he will return today.
23. The secretary and the dean is hard working.
24. The country, together with others, are fighting against the ebola virus disease.
25. Today, the total number of students in that institution exceed two thousand.

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