

Indian Maritime University
(A Central University, Govt of India)

Mar/Apr 26 SE

Programme Name: B Tech (ME)

Semester: I

Subject Code: UG11T5101

Subject Name: ENGLISH AND COMMUNICATION

Date: 02.03.2026

Max Marks: 70

Duration: 03 Hrs

Pass Marks: 35

General Instructions

- (i) All Sections (A, B & C) are to be attempted.
(ii) Options, if any, are specified in respective section.

Section A

Ten MCQs/Fill in the Blanks of 01 Mark each – Choose the correct answer as applicable.

1. The process of communication begins when the ----- converts the idea into words.

- A. Sender B. Receiver C. Transmitter

2. Communication that takes place between the members of the same organization is called -----

- A. Internal communication B. External communication C. Formal communication

3. The correct order of listening process is -----

- A. Sensing, encoding, evaluation, response
B. Encoding, evaluation, response, sensing
C. Evaluation, sensing, response, encoding

4. The term proxemics refers to -----

- A. Time B. Distance C. Voice

5. The crew -----report any issues to the captain immediately.

- A. Should B. May C. Shall

6. Communication between humans and non human entities is called-----
A. Intrapersonal communication B. Extrapersonal communication C. Organization communication.

7. What is the benefit of having minutes of meeting?
A. It helps to confuse the attendees
B. It provides a clear record of discussions and decisions
C. It is not necessary

8. What is the final step in the process of report writing?
A. Outlining the report's structure
B. Researching the topics
C. Editing and proof reading

9. What skill is required for effective scanning?
A. Ability to read slowly and carefully
B. Ability to ignore irrelevant information
C. Ability to focus on details

10. What is the primary objective of sagarmala project?
A. Promote road transport across the country
B. Promote agricultural development
C. Develop port- led industrial growth.

Section B

Five Questions of 02 Marks each

11. What is the purpose of career objective in resume writing?

12. Write any two differences between general communication and technical communication.

13. Explain physical distraction in communication barrier with an example.

14. Define encoding in communication process.

15. Write any two differences between listening and hearing.

Section C

Seven Questions of 10 Marks each of which any 05 questions to be answered.

16. Write the duties & responsibilities of (a) The Master (b) The Chief Engineer. (5+5)

17. As a Chief Engineer write an incident report to The Master about the injury happened to a crew member during a maintenance work. (10)

18. Compare verbal and non-verbal communication (10 points each) (10)

19. Explain the 7 C's of letter writing.

(10)

20. Outline the main features of technical communication (10 points)

(10)

21. Describe the ways to overcome communication barriers. (10 points)

(10)

22. Explain any two styles of communication with example.

(A) Passive communication (B) Aggressive communication (c) Assertive Communication

(5+5)

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