

Indian Maritime University
(A Central University, Govt of India)
Supplementary Examinations – March/April 2025
Programme Name: B Tech (ME)
Semester: I
Subject Code: UG11T5101
Subject Name: ENGLISH AND COMMUNICATION

Date: 03.03.2025

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 of 01 Mark each – Choose the correct answer as applicable.

- (i) Which of the following is a physical barrier to communication?
 - (a) Problem with the sound system during a presentation
 - (b) Personal biases against a co-worker
 - (c) Using overly complex words in a conversation
 - (d) Organizational hierarchy restricting open communication

- (ii) Which communication style is more effective in resolving conflicts?
 - (a) Assertive
 - (b) Aggressive
 - (c) Passive
 - (d) Passive-aggressive

- (iii) One of the following statements about communication is **TRUE**. Identify the correct one:
 - (a) Communication is a one-way process where the sender transmits information to the receiver without any feedback.
 - (b) The context in which communication occurs does not affect the meaning of the message.
 - (c) Effective communication requires the sender and receiver to share a common frame of reference.
 - (d) The receiver's interpretation of a message is always identical to the sender's intention.

- (iv) The crew is assembled _____ the bridge (Insert correct preposition)
- a) on
 - b) in
 - c) at
 - d) below
- (v) Which skill is essential for effective reading?
- a) Skimming
 - b) Scanning
 - c) Critical thinking
 - d) All of the above
- (vi) Which type of listening focuses on understanding the speaker's emotions and feelings?
- (a) Selective listening
 - (b) Empathetic listening
 - (c) Critical listening
 - (d) Comprehensive listening
- (vii) One of the following statements about reading skills is **TRUE**. Identify the correct one:
- (a) Background knowledge of a subject does not influence reading comprehension.
 - (b) Reading comprehension strategies are only useful for academic reading.
 - (c) Skimming a text is a reading strategy used to understand the main ideas without reading every word.
 - (d) Reading is an active process that does not require mental engagement
- (viii) The best way to apply for a job is to submit a résumé that is:
- a) specifically written for that particular job
 - b) suitable for any job
 - c) self-recommending
 - d) full of personal information
- (ix) Which of the following is not true about agenda of a meeting?
- a) Agenda is a document that outlines the contents of a forthcoming meeting.
 - b) Agenda is a document that lists the topics to be discussed.
 - c) Agenda is a document of resolutions taken in a meeting
 - d) Agenda is usually sent along with the notice of the meeting

- (x) What is the primary purpose of physical fitness for seafarers?
- To improve navigation skill
 - To enhance cargo handling efficiency
 - To ensure safety and survival at sea
 - To reduce ship maintenance costs

Section B

Five Questions of 02 Marks each

11. What is Downward Communication?
12. How do listening and hearing differ from each other?
13. What is the scanning reading technique?
14. Write any two important differences between technical and general communication.
15. Explain the term para linguistics in non verbal communication.

Section C

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

16. Describe and compare Passive and Assertive styles of communication in 200 words.
17. Describe ABC (Accuracy, Brevity and Clarity) of writing skills.
18. Write an email to your college librarian about the availability of a specific book you require to prepare for the semester exam.
19. Write an essay in 300 words on **ANY ONE** of the following topics:
 - Indian Maritime History: Post-independence
 - The Sagarmala Project
 - Maritime Training in India
20. Prepare a report on an onboard accident that occurred due to improper adherence to machinery maintenance guidelines, resulting in injuries to two crew members. As you witnessed the incident, you have been asked to draft this report detailing the event.
You need to explain the following:
 - When and where was the accident happened?
 - How did the accident occur?
 - What actions did you take after the accident?You should write at least 200 words.

21. Describe the nature of job at sea.(200 words)

22. Sketch shipboard organizational chart and its functions (10 Marks)

