

Total No. of Printed Pages: 2

SUBJECT CODE NO: - GOE-9186
FACULTY OF HUMANITIES
B.A (GOE) (NEP) (PATTERN -2024) SEM III
Examination November / December 2025
English (English at Workplace)

[Time: 1:00 Hours]**[Max. Marks: 30]**

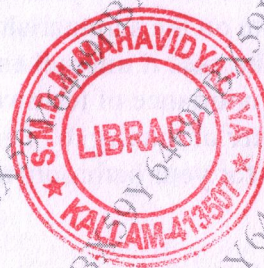
N. B

Please check whether you have got the right question paper.

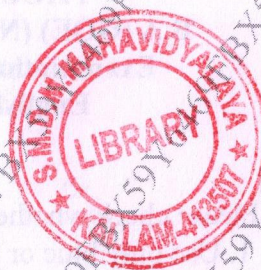
1. Use only blue or black pen for writing answers.
2. Figures to the right indicate full marks.

Q1 Answer the following questions by choosing correct option.**10**

1. What is the first step in active listening?
 - a) Giving advice immediately
 - b) Hearing the words only
 - c) Paying full attention to the speaker.
 - d) Interrupting to share your opinion
2. What does clear speech primarily focus on?
 - a) Using complex vocabulary
 - b) Speaking quickly
 - c) Ensuring the listener understands easily
 - d) Speaking in a loud voice
3. What is the main purpose of using visuals aids in presentation?
 - a) To fill time
 - b) To distract and audience
 - c) To support and clarify key points
 - d) To make the slides colourful
4. Which of the following is a complete sentence?
 - a) Because I was late
 - b) When the bell rang
 - c) I ran to class
 - d) After eating lunch
5. Which of the following is an example of an online resource for learning?
 - a) YouTube
 - b) Google Docs
 - c) Wikipedia
 - d) All of the above
6. Which of the following skills helps in writing good summary?
 - a) Memorising every word
 - b) Preparing main points
 - c) Adding new information
 - d) Using long questions
7. What is an important part of respectful communication?
 - a) Dominating the conversation
 - b) Using polite words and tone
 - c) Talking over others
 - d) Ignoring body language
8. What is a key benefit of collaboration in a team?
 - a) Reducing need for meeting
 - b) Combining diverse skills and perspectives
 - c) Limiting accountability
 - d) Eliminating deadlines



9. Active listening helps to:
- Create misunderstanding
 - Build trust and stronger relationship
 - Waste conversation time
 - Dominate the discussion
10. Every sentence must have:
- Subject and Predicate
 - A questions mark
 - A verb only
 - A Subject only



Q2 Write answers of any four questions in short.

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- Write the importance of listening skill in the process of language learning?
- How will you introduce yourself in an interview?
- Write a note on the summarising skills.
- What are the uses if internet and online resources?
- State the importance of teamwork at the workplace.
- Write a letter of inquiry to 'The Lotus Furnishing, Mumbai 110001' regarding furnishing for your bathroom and bedroom.