

UNIVERSITY OF CALICUT

SCHOOL OF DISTANCE EDUCATION

BA/B Sc/B Com/ BBA/BMMC

(2012 Admission Onwards)

I Semester

Common Course in English

***CRITICAL REASONING, WRITING &
PRESENTATION***

QUESTION BANK

1. The ability to understand information in written form is called
 - a) Comprehension
 - b) Reading comprehension
 - c) Reading
 - d) None of the above
2. The inability to understand a word is due to
 - a) Reader anticipation
 - b) Author's view point
 - c) Poor comprehension
 - d) None of the above
3. Skimming and Scanning is a technique of
 - a) Good comprehension
 - b) Summarizing
 - c) Punctuation
 - d) None of the above
4. Reading slowly and carefully and looking for specific information that you are interested in is called
 - a) Punctuation
 - b) Skimming
 - c) Scanning
 - d) Summarizing

5. Anecdotes help to make abstract ideas _____:
- a) Impressive
 - b) Concrete
 - c) Sharp
 - d) None of the above
6. Strong opinion, a quotation, a question or an anecdote are strategies for making the _____ interesting :
- a) A conversation
 - b) A lecture
 - c) introduction
 - d) An analysis
7. Opening sentence, general statements and thesis statements are part of the _____:
- a) Introduction
 - b) Conclusion
 - c) Body paragraph
 - d) Topic sentence
8. The conclusion consists of a _____:
- a) Explanation of the points
 - b) Restatement of the mainpoints
 - c) Analysis the points
 - d) None of the above
9. Academic essays are serious writings written with the intention of imparting _____.
- a) Depression
 - b) Knowledge
 - c) Power
 - d) None of the above
10. A body paragraph starts with a _____ sentence which takes its cue from the thesis statement.
- a) Topic sentence
 - b) Simple sentence
 - c) A question
 - d) None of the above
11. JAM is
- a) Just other minute
 - b) Just a minute
 - c) Just answer minute
 - d) None of the above.
12. The actual condition in the world is called
- a) Fact
 - b) Act
 - c) Belief
 - d) None of the above
13. By definition, _____ is a belief that has not been proven, and may or may not be true.
- a) Fact
 - b) Belief
 - c) Opinion
 - d) Decision

14. An _____ is published along research articles in journals and magazines.
- a) Abstract
b) Opinion
c) Idea
d) Summary
15. The size of the precis is _____ of the original passage
- a) 1/4th
b) 1/3rd
c) 1/2
d) 1/6th.
16. Indus valley people used ornaments. The bangle, which is discovered from Mohanjedaro, is _____ the _____ evidence for _____.
- a. Fallacy
b. Argument
c. Evidence
d. None of the above
17. From the results obtained in the previous examinations by Sindhu, the teachers expected a rank from her. The _____ for their expectation is her performance in the previous exams.
- a. Reason
b. Conclusion
c. Premise
d. None of the above
18. The term _____ refers to the process by which one statement is arrived at and affirmed on the basis of one or more other statements accepted as the starting point of the process
- a. Inference
b. Reasoning
c. Understanding
d. None of the above
19. A _____ is one of the many kinds of mistakes in reasoning.
- a. Reasoning
b. Fact
c. Factual belief
d. Hasty generalization
20. A _____ is an error in reasoning where one action is not the cause of another.
- a. Fallacy
b. Argument
c. Premise
d. None of the above
21. Public speakers make use of _____ to make people believe their own ideologies.
- a. Factual belief
b. Conclusion
c. Propaganda
d. None of the above
22. 'He was a lion in the battle'. This sentence is an example of a _____.
- a. Simile
b. Metaphor
c. Fallacy
d. None of the above

- convicted for rape in the Delhi rape case.
- a. Reason
 - b. Fact
 - c. Evidence
 - d. None of the above
33. The blood stains on the wall and the broken furniture lead the police to _____ that murder had taken place after much struggle.
- a. Statement
 - b. Infer
 - c. Irrelevant reasoning
 - d. None of the above
34. _____ is the mental process of making inferences.
- a. Reasoning
 - b. Fallacy
 - c. Fact
 - d. None of the above
35. _____ is to justify one's action, decision or belief with bad reasons, after one has already decided to act or believe something for entirely different reasons.
- a. To rationalize
 - b. Slippery slope
 - c. Ad hominem
 - d. None of the above
36. A _____ fallacy attempts to make a final event the inevitable outcome of an initial act.
- a. Ad hominem
 - b. Reasoning
 - c. Slippery slope
 - d. None of the above
37. Why should we believe in Francis Bacon's philosophy since he was removed from chancellorship for dishonesty?, is an example for _____.
- a. Statement
 - b. Ad hominem
 - c. Slippery slope
 - d. None of the above
38. 'The belief in God is universal. After all, everyone believes in God', is an example of _____.
- a. Ad hominem
 - b. To beg a question
 - c. Irrelevant reasoning
 - d. None of the above
39. False dilemma is also known as _____.
- a. Ad hominem
 - b. False dichotomy
 - c. Either or fallacy
 - d. Both a and b
40. Each _____ is a type of incorrect argument.
- a. Statement
 - b. Fallacy
 - c. Factual opinion
 - d. None of the above
41. _____ is a way of improving comprehension skills.
- a. Talking
 - b. Listening
 - c. Non verbal signal
 - d. None of the above
42. Improved reading comprehension skills benefit the students
- a. Be better prepared for classes

- b. Boost confidence and self-esteem of the students
c. Increase the student participation in the class
d. All of the above
43. Structure of the text, structure of the paragraph, punctuation and non-verbal signals are techniques for _____.
- a. Poor comprehension
b. Good comprehension
c. None of the above
d. Both a and b
44. Heading, title, sub-heading, photographs ,captions and division into paragraphs are all different style features that come under
- a. Verbal signals
b. Signals
c. Non-verbal signals
d. None of the above
45. There are _____ methods of making notes efficiently
- a. Six
b. Seven
c. Five
d. Four
46. In the _____ method of note-taking draw two and a half inch margin on the left side of the paper leaving a six-inch area on the right to make notes.
- a. Taxonomizing
b. Cornell
c. Mapping
d. Outlining
47. For Cornell method of note making every information is written in the _____ inch area and a cue is written in the left margin.
- a. 5
b. 3
c. 2
d. 6
48. The _____ method of note making follows the indented style.
- a. Outlining
b. Cornell
c. Taxonomizing
d. Mapping
49. The _____ method is a graphic representation of the whole talk or lecture and so the listener should know the link between the ideas mentioned in the talk.
- a. Cornell method
b. Mapping method
c. Outlining method
d. None of the above
50. The _____ method helps to track relevant contents, reduces the amount of unnecessary writing and provides an easy review mechanism.
- a. Cornell method
b. Summarising
c. Sentence method
d. None of the above
51. Those who do not know any other method can follow the _____ method
- a. Sentence method
b. Outlining
c. Cornell method
d. None of the above.

52. Précis, summary, abstract, synopsis and paraphrasing are the different methods of _____.
- a. Condensation
 - b. Comprehension
 - c. Explanation
 - d. None of the above.
53. _____ and _____ is the first of the seven steps to writing an effective précis.
- a. Writing and reviewing
 - b. Think of a title
 - c. Assimilate the essentials
 - d. Read and comprehend
54. You must _____ and _____ your précis with the original in order to find out if you have missed out on any point or if you have made any addition to it.
- a. Recreate and read
 - b. Review and compare
 - c. Think of title and prepare the first draft
 - d. None of the above
55. The _____ is still very useful because it produces a permanent record is confidential, formal and delivers persuasive, well-considered messages.
- a. Good will letter
 - b. Informal letter
 - c. Business
 - d. None of the above
56. _____ is the greeting in a business letter which is always formal.
- a. Complementary close
 - b. Attention line
 - c. Salutation
 - d. None of the above
57. A business letter generally ends with a polite closing remark which ends with a comma. This is known as _____.
- a. The signature line
 - b. Complementary close
 - c. Salutation
 - d. None of the above
58. _____ layout omits salutation, often includes a subject line in capital letters and omits complementary close
- a. Full block
 - b. Semi-block
 - c. Simplified
 - d. None of the above
59. A _____ resume mainly focuses on your skills and experience.
- a. Functional
 - b. Chronological
 - c. Hybrid
 - d. None of the above
60. _____ Soft ware is used for scanning resumes.
- a. Optical Character Recognition
 - b. Optical Content Recognition

- c. Optical Central Receiver
d. None of the above
61. The standard font size of a well drafted resume should be _____.
a. 12-14
b. 10-12
c. 14-16
d. 09-12
62. The _____ gives the central idea of the essay in a complete sentence or two.
a. Introductory statement
b. Thesis statement
c. Conclusion paragraph
d. None of the above
63. Students often worry at the thought of making a presentation. In spite of having prepared well they become nervousness. This is known as _____.
a. Stage delight
b. Stage fright
c. Stage right
d. None of the above
64. While preparing for a power point presentation the slides should be written _____.
a. Elaborately
b. Precisely
c. Collaboratively
d. None of the above
65. While describing objects ,place or situation and people the description should start with some captivating statement in order to catch the _____ of the audience.
a. Attention
b. Knowledge
c. Skill
d. None of the above
66. Once some member of your group has finished his/her part in a group presentation, you need to start with a brief _____.
a. Continuation
b. Conclusion
c. Recapitulation
d. None of the above
67. Avoid _____ in Just A Minute presentation
a. Digression
b. Introductory lines
c. Statistical data
d. All of the above
68. Try to connect with the preceding speaker and avoid abrupt beginnings in a _____.
a. J-A-M presentation
b. Group presentation
c. Individual presentation
d. None of the above
69. In a power point presentation the slides should be limited to _____.
a. 10 or 12
b. 12 or 14
c. 14 or 16
d. 8 or 10

70. _____ can be defined as an actual condition in the world, a situation which is considered to be true and correct which has been proved and has evidence for it.
- a. Premise
 - b. Fact
 - c. Source
 - d. None of the above
71. The sun rises in the east. What kind of a statement is this?
- a. Fact
 - b. Source
 - c. Premise
 - d. Opinion
72. Drinking tea makes a person tired. What kind of a statement is this?
- a. Fact
 - b. Opinion
 - c. Premise
 - d. None of the above
73. _____ is a belief that has not been proven.
- a. Premise
 - b. Fact
 - c. Opinion
 - d. Belief
74. “Eating chewing gum will improve one’s memory.” Identify the statement.
- a. Premise
 - b. Source
 - c. Opinion
 - d. Argument
75. The act or condition of confirming a statement is called _____.
- a. Factual opinion
 - b. Confirmation
 - c. Critical thinking
 - d. None of the above.
76. A newspaper is a _____ of information.
- a. Fact
 - b. Resource
 - c. Source
 - d. None of the above.
77. The statement that leads to a conclusion is called a _____.
- a. statement
 - b. Introductory statement
 - c. Premise
 - d. Confirmation
78. A _____ is a set of words expressing a complete thought.
- a. Conclusion
 - b. Argumentative
 - c. Statement

- d. None of the above.
79. _____ is a marketing tool that promotes a good or service.
- a. Appreciation letter
 - b. Sales letter
 - c. Apology letter
 - d. Adjustment letter
80. An _____ is a cover letter, a sales letter, and a marketing tool all in one and it should accompany a professional resume any time a person applies for a job.
- a. Good will letter
 - b. Inquiry letter
 - c. Application letter
 - d. Apology letter
81. A letter of _____ is more or less like a sales letter in which you market your skills, abilities, and knowledge.
- a. Acceptance
 - b. Application
 - c. Order
 - d. Adjustment
82. An _____ letter is a positive response to either an invitation or a job offer.
- a. Acceptance
 - b. Apology
 - c. Adjustment
 - d. Inquiry
83. An _____ letter is usually written by a superior to his/her junior or from one organization to another organization, thanking the client for doing business with them.
- a. Apology
 - b. Appreciation
 - c. Adjustment
 - d. None of the above
84. A _____ letter is written to promote a person in an organization.
- a. Appreciation
 - b. Goodwill
 - c. Recommendation
 - d. None of the above
85. An _____ is a professional courtesy routinely extended by professional people in the building and maintenance of productive business relationships.
- a. Informal letter
 - b. Adjustment letter
 - c. Apology letter
 - d. Acknowledgement letter
86. The _____ letter simply states the positive aspects/strength of the applicant's personality, required skills, and how he/she would be an asset to the organization.
- a. Acknowledgement
 - b. Recommendation
 - c. Sales
 - d. Application
87. _____ is a short sentence which consists of a comment or information that the writer wishes to emphasize in a letter.

- a. Post Script
b. Enclosure
- c. Attention line
d. None of the above
88. The _____ is written to refer the letter to the person or department in charge of the position referred.
- a. Salutation
b. Attention line
- c. Complementary close
d. None of the above
89. The inside address is the _____ address.
- a. Sender's
b. Reciever's
- c. None of the above
d. Both a and b
90. _____ contains the return address (usually two or three lines) with the organization's name, full address, email, telephone, and fax numbers.
- a. Inside address
b. Complementary close
- c. Signature block
d. Letter head
91. While writing a Precise _____ will help you reshape the overall idea of the original passage in your words without distorting or losing its sense.
- a. Choosing a title
b. Assimilating the essentials
c. Reading and comprehending
d. None of the above
92. While _____, the author's ideas are reproduced in your own words .
- a. Concluding
b. Introducing
- c. Paraphrasing
d. None of the above
93. A _____ is a condensed and shortened version of an article, research paper, a chapter of the book, a report or a book itself.
- a. Abstract
b. Précis
- c. Synopsis
d. Summary
94. A _____ is quite useful as it presents the entire matter in a nutshell.
- a. Parapharse
b. Synopsis
- c. Summary
d. None of the above
95. A _____ is often short of examples and illustrations, and emphasizes the main arguments and conclusions of the original.
- a. Synopsis
b. Summary
- c. Précis
d. None of the above
96. "A _____ is a brief, original summary of the important ideas given in a long selection. Its aim is to give the general effect created by the original selection."

- a. Synopsis
b. Summary
- c. Précis
d. Abstract
97. A _____ should, in fact, be as complete and comprehensive as the original one.
a. Summary
b. Synopsis
c. Précis
d. None of the above
98. Being clear, coherent and original are all _____ of the art of condensation.
a. Problems
b. Principles
c. Precautions
d. None of the above
99. After reading and understanding a precis, _____ helps to list out important points discussed in it.
a. Preparing a skeleton
b. Reading _____ and comprehending
c. Preparing a summary
d. None of the above
100. _____ is the final step of a precis writing.
a. Read and comprehend
b. Prepare the first draft
c. Assimilating the essentials
d. Edit and revise