

COMMUNICATIVE ENGLISH - 1ST SEM SHORT QUESTION/MCQ
ENGLISH COMMUNICATION SKILL EXERCISE - 01

WRITTEN BY: MANOJ KU BEHERA - LECTURER - SRINIX

1. Factors that get in the way of effective Communication are known as:

- a. Technologies b. Incentives c. Jargon. d. Barriers

2. A likely effect of poor communication with employees is that:

- a. Cash flow will slow b. Motivation will suffer.
c. Unit Cost will rise d. Customers will complain

3. Downward communication is important because ---

- a. Subordinate needs guidance and leadership
b. Mission Statement should be shared.
c. Staff are rarely at work.
d. Message can get lost.

4. Which of these is an example of upward communication?

- a. Board makes statement to staff
 b. Workers give feedbacks to Managers.
c. Managers set targets for staff.
d. Team colleagues share ideas.

5. Which of these, is most likely to result in poor communication?

- a. Messages sent by senior management.
b. Use of email. c. Instant Messaging.
 d. Long chain of command.

6. The use of specialist language at work that only certain people understand, is known as:

- a. Finance b. Jargon c. acronyms d. Double Dutch.

7. The route through which communication passes are called:

- a) Documents b) channels c) Messages d) e-mail

8. Which of these is an example of Oral Communication?

- a. E-mail b. Written report c. Telephone Call d. Text Message

9. The use of communication through recognized channel is called:

- a) Informal Communication b. Formal Communication
c) Important Communication d) Manager Communication

10. Which of these is an example of informal communication?
a. Office Noticeboard b. Weekly newsletter c. Office grapevine
d. e-mail network.
11. Surveys, suggestion boxes and employees newsletters are considered to be _____ type of communication.
a) Downward b) Upward c) grapevine d) lateral
12. The form of communication that typically involves interaction between individuals possessing equal power is best referred to as _____ communication.
a) Upward b) Downward c) horizontal d) vertical
13. Which of the following terms best identifies the informal, unofficial communication found within most organizations?
a) gossip b) lateral communication c) Horizontal communication d) Grapevine.
14. Randy Trumble and Patrick Bell are managers of two different departments of Krazy Enterprise in St. Louis. When these two gentlemen engage in business communications with each other, it is most probably _____ communication.
 Lateral communication b) Upward communication c) grapevine communication d) ~~downward~~ communication
15. Riga has noted that she experiences communication difficulties with the male members of her staff. Quite frequently, her intended messages and directives are unclear or misinterpreted by her subordinate male staff. This is an indication of experiencing which structural barrier?
a) status b) Cultural differences c) Organizational structure d) Gender.
16. Which of the following is considered a method to help overcome personal barriers to effective communication?
a) Impulsive behavior b) Poor administrative practices
c) Engaging in excessive impression management
d) Improvement of listening skills.

ENGLISH COMMUNICATION SKILL - EXERCISE - 02

1ST SEM

A. Choose the correct answer.

- Maintaining eye-contact is generally perceived as an indication of
 - Honest
 - Ruthlessness
 - Sadness
 - Happiness
- The _____, within radius of about 18 inches around a person, is ~~reserved~~ reserved for close relatives and friends.
 - Personal distance
 - Personal stance
 - Personal standing
 - Personal status.
- Which of the following statement is wrong?
 - The message is the core idea, which the sender wishes to communicate.
 - Research suggests that the urgency of a message influences whether to use the written or the spoken medium.
 - If the message goes to an international audience, the sender must emphasize his own culture.
 - The sender's primary task is to decide exactly what one's message is and what content one has to include.
- Modern management researchers have identified five types of audience on the basis of their actions. Which one of the following is not one of them?
 - Initial audience
 - Final audience
 - Gatekeeper audience
 - Watchdog audience.
- Which one is a merit of oral communication?
 - Feedback is immediate in oral communication.
 - Oral communication does not have any legal validity.
 - If the message is lengthy, oral communication is not suitable as it may lead to missing of important information.
 - Oral messages cannot be retained for long.
 - All the above

6. Which of the following is not a tip for making oral communication effective?
a) Careful choice of appropriate words. b) Natural voice
c) Legal validity. d) Finding the right register.

7. Which of the following is not true regarding non-verbal communication?

a) Non-verbal communication affects every facet of our life
b) Non-verbal behaviours are often better indicators of true thoughts and feelings than spoken language.

c) Verbal communication plays greater role than non-verbal communication.
d) The basic purpose of a study of body sport is to fully comprehend the intent of the message both at the verbal/conscious level and at the non-verbal/unconscious level.

8. The colour brown is associated with

a) Excitement, danger, welcome b) Sincerity, harmony, passion
c) Confidence d) Strength, practicality, usefulness.

9. Social distance zone ranges from

a) Physical contact to 18 inches b) 18 inches to 4 ft
c) 4 ft to 12 ft d) 12 ft to 25 ft

10. Which of the following terms show that silence has a quality that communicates itself?

a) Dead Silence b) Stony Silence c) Embarrassing Silence
d) All the above.

11. Which one of the following is a positive gesture?

a) Intimate gaze b) Tight grasp handshake
c) Strutting style of walking d) open palm.

A. Are the following statements True or False?

1. Communication is sometimes an activity. T
2. Communication does not aim at establishing understanding, it only focuses on transmission of information. F
3. A good communicator must understand the receiving and understanding capabilities of the receiver/audience. T
4. The receiver selects when and what to communicate and determines the medium of transmission. T
5. The sender does not initiate the communication. F
6. Communication is verbal only. F
7. English is not an international language. F
8. A code, unless it is activated and understood, is useless only. T
9. Channel repetition is the best solution in case of occurrence of noise. T
10. In filtering, the receiver magnifies or exaggerates the information. T
11. Speech is a less powerful means of persuasion and control. F
12. Written communications are preserved in writing, it is easier to assign responsibilities. T

B. Choose the correct answer.

1. Communication is made up of a chain of events that can be broken down into different phases:
 - a) Seeker, message, channel, receiver, feedback
 - b) Sender, message, channel, receiver, feedback
 - c) Sender, letter, channel, receiver, feedback
 - d) Sender, message, noise, receiver, feedback
2. The Sender is known as
 - (a) Recorder
 - (b) Encoder
 - (c) Decider
 - (d) Beginner

3. Communication barriers can be placed in four categories:

- (a) Problems caused by the receiver, problems in a message transmission, problems in reception, problems in receiver comprehension
- (b) Problems caused by the sender, problems in a message transmission, problem in reception, problems in receiver comprehension.
- (c) Problems caused by the sender, static into lines, problems in message transmission, problems in reception, problems in receiver comprehension
- (d) None of the above.

4. The sender has to follow certain guidelines to make the communication process successful. Which of the following is not a correct guideline?

- (a) When communications are designed by keeping 'I' or 'We' in view, they fail to elicit the desired responses.
- (b) If the sender has to convey both good news and bad news, it is often better to provide the good news first.
- (c) If he has to convey both a simple and complex message, it is the best to start with the complex one.
- (d) If the message being delivered verbally, the sender should also look and listen for signals that can provide additional information.

5. Which of the following statement is wrong?

- (a) The message is the core idea which the sender wishes to communicate.
- (b) Research suggests that the urgency of a message influences whether to use the written or the spoken medium.
- (c) If the message goes to an international audience, the sender must emphasize his own culture.
- (d) The sender's primary task is to decide exactly what one's message is and what content, one has to conclude.

SHORT QUESTIONS/ANSWERS EXERCISE - 04

State whether the following statements are True (T) or False (F)

1. Effective Communication leads to a better work production. T
2. When a verbal and non-verbal messages clash, receivers tend to believe the non-verbal messages. T
3. External Communication often consists of email, memos, and voice messages; internal communication consists of letters. F
4. Good listening skills are inherent and cannot be inculcated. F
5. To improve communication and to compete more effectively, many of today's companies encourage teamwork and better interpersonal communication. T
6. Business Communication is both highly formal and unstructured. F
7. Before the sender completes his/her message, the listener thinks, "I know what he/she is going to talk about." Such type of listener is sharp, intelligent, and good at interpersonal communication skills. F
8. Communication helps management only to make accurate decisions to influence organizational performance positively. F
9. The observance of receiver's reaction to the message is a kind of tool to maintain smooth communication flow between or among individuals. T
10. Information overload strengthens the communication network in an organization. F
11. Every working day, every employee frequently sends and receives messages and as the size of the organization increases, so do the complexity of the organization, messages and possibilities of communication-related problems. T

12. R Rigidity of thought helps the offices in maintaining
✓ F a good rapport with his/her subordinates.

13. ✓ T Badly encoded message leaves the receiver
confused and not well informed.

14. ✓ T 'I had personal problems, so I could not
prepare the budget efficiently. I am sorry
for this. We cannot submit the details
to the client today.' Such utterances
reflect the lack of commitment and sincerity
on the part of a professional.

15. ✓ F Counselling, instructing, giving orders,
persuasion are not some of the purposes of
communication.

16. ✓ T Growth and success of an organization
broadly lies in continuous, multi-directional,
and multi-level flow of communication.

17. ✓ T As a principle, communication must
be consistent with long-term interests and
goals while meeting short-term needs.

18. ✓ F Anything that distracts the concentration of
sender and receiver in the process of
communication is not noise.

19. ✓ F Filtering increases effectiveness in the
process of communication.

20. ✓ F The meaning of symbols is
fixed in all cultures.

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SHORT QUESTIONS / QUIZ / MCQ

EXERCISE - 05

1. Feedback in communication is essential because

(the receiver will not understand the message / the process is incomplete without it / the sender will not understand the message / communication fails)

2. Communication is a two-way process. (True / False)

3. Information overload is unrequired information / information useful / too much information / incorrect information

4. Body language in the process of communication has role.

(Cultural / Contextual role / behavioural / all the three / none of)

5. In the sentences below, which of the following factors of communication (Sender, receiver, code, channel, topic or message) is getting most prominence?

i) If you are not satisfied with our product, just let us know and it will be replaced at once, free of cost. Receiver & Message

ii) That was a beautiful poem you read to us, Prof. Sir. Feedback

6. How much can you guess about the context in the following conversation:

Sujit: It is your fault entirely that we missed the train.

Context Suman: No it is not. you should have told me that you are on Platform 3, though the train would come on Platform 1.

7. In each of the sentences below, which of the factors of communication is being focused upon?

Medium Sorry, I cannot hear you. Could you speak a little louder?

Message Inflation is expected to rise next month.

Topic

8. Comment on the way information gap principle works in the following dialogue:

Amit: Sujit, I am going to Australia in January ^{No} Gap
Sujit: To Australia? Really! Oh, how wonderful!
' Alone or with ~~the~~ your family?

9. Communication is the _____ or accidental transfer of meaning.

(Unintentional / deliberate / strategic / conscientious / collaborative)

10. Interpersonal Communication is best defined as

(the relationship level of communication / interactions with a limited number of persons / communication designed to inform or persuade audience members / communication with self / None of the above)

11. Feedback is communication about _____
(informing an audience / interactions with a limited number of persons / communication with the colleagues / communication)

12. Communication is unrepeatable and _____
(Unrecognizable / irreversible / irreparable / distinct / reversible)

13. It is _____ that every interaction has a content dimension and a relationship dimension.
(True / not true)

14. _____ is the content of a communicative act.
(message / people / discussion / context / channel)

15. Networks, media and channel are _____
(the same / not the same)

16. In order for an argument to be convincing its premises must be true.

_____ (Agree / disagree)

17. _____ is a behaviour enhancing responses.
(positive feedback / Negative feedback / Internal feedback / Periodic appraisal / External feedback)

SHORT QUESTIONS/MICA - EXERCISE - 06

1. Which of the following is a myth about presentation?
- a) A great presentation requires planning
 - b) Good speakers are all naturals.
 - c) Constructive criticisms are not the best ways to improve.
 - d) Never videotape yourself presenting.
2. Which of the following statements is false?
- a) Most professional institutions and workplaces emphasize on teams.
 - b) We are currently in the information age, learning how to communicate, has never been so prevalent.
 - c) Presentation skills can't lead to work advancements.
 - d) Hierarchies in professional institutions are becoming more interactive and participatory.
3. You work for an airline corporation that emits high levels of CO₂ each year. You are aware of the latest eco-friendly technologies. In a presentation, how can you improve your chances of engaging your CEO? (Chief Executive Officer)
- a) Use basic facts and figures.
 - b) Use stories that can trigger emotional responses.
 - c) Have a prize at the end of your presentation.
 - d) Dress well.
4. What are the three P's?
- a) Plan, Prove, Prepare (b) Prepare, Practice, Provide
 - (c) Plan, Prepare, Practice
5. When practising your presentation, what should you always do?
- a) Have a practice-run (b) Over Practice (c) Arrive fashionably late (d) Memorize your presentation line by line.
6. What are the purposes of an oral presentation?
- a) Only for fun (b) to entertain and instruct
 - c) to inform, instruct or persuade
 - d) Just to talk and show some images.

7. Which of the following is Not an appropriate delivery method?

- a) The "ghost" delivery
- (b) The memorized delivery
- c) The impromptu delivery
- (d) The scripted delivery
- (e) The extemporaneous delivery.

8. The main task of an introduction include _____

- a) Capturing your audiences' attention
- b) establishing the audiences' credibility
- c) previewing the presentation. (d) 'a' and 'b'
- (e) 'b, 'a' and 'c'

9. _____ typically the preferred method for oral presentations in the workplace.

- a) memorized delivery
- (b) Extemporaneous delivery
- c) Impromptu delivery
- (d) Scripted delivery
- (e) off-the-cuff delivery.

10. To motivate people to take action, give _____

- a) a training presentation
- b) an informative presentation.
- c) an action plan presentation
- d) a persuasive presentation
- (e) a sales presentation.

11. Which statement below is Least accurate?

- a) Avoid memorizing your entire presentation.
- b) Use fewer slides if you enjoy embellishing your material as you speak.
- c) Move around a bit in front of the audience and use natural gestures.
- d) Avoid using whiteboards, handouts or flip charts in presentations
- (e) All of these are accurate.

SHORT QUESTIONS/MCQ - EXERCISE - OF
Resume.
Say True or False - Study the following statements about

1. T A résumé is a written summary of your education, experience, skills, special traits & achievements.
2. F Résumés de-emphasise skills and achievements earned at a particular position.
3. T Your résumé should begin with a statement expressing your career objective.
4. T You may send your résumé to potential employers when you are exploring suitable openings.
5. T The main objective of a résumé is requesting a job interview by highlighting your fitness for a particular position.
6. T A well-written persuasive résumé tailored to a specific job position immediately grabs the attention of an employer.
7. T Your résumé should have an effective design with the focus on readability and adaptation to audience expectations.
8. F The design of a résumé does not depend on a person's background and employment needs.
9. T You may have to write your résumé for every new job you apply for because every job has its own requirements.
10. T The standard parts of a résumé include the heading, position sought, career objective, education, work experience, specific skills, achievements, activities, interests and references.

Study the following statements about Job Application letter, and Mark True or False against each of them.

1. T The basic objective of every job application is to draw a clear connection between the job you are seeking and your qualifications.
2. T Your letter of application stresses what you can do for the organisation by explaining how your education, experience and special skills fill the stated job requirements.
3. F How you open your letter of application does not depend on whether the application is solicited or not.
4. T It's not proper to open a letter of application by referring to the name of an employee working in the organisation.
5. T You may use facts that reflect appreciation, understanding, or knowledge of the employer's business to open an unsolicited application letter.
6. F Using stimulating questions that highlight your qualifications and strengths is not an effective strategy to open unsolicited application letters.
7. T In the body of your letter of application, you present a summary of your qualifications, professional training, experiences, skills and personal traits.
8. T Showing how your qualifications and skills fit the job you are seeking is a key factor in persuasive job applications.
9. F If you are responding to an advertised position, you should never include the exact position advertised and the name and date of the publication.
10. T Your letter of application introduces your résumé, related your strengths to the reader's benefits and seeks an interview.

COMMUNICATIVE ENGLISH
ENGLISH COMMUNICATION SKILL

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SHORT QUESTIONS/MCQ/QUIZ EXERCISE-08

A. Are the following statements True or False?

- (1) English came to India as the language of commerce but stayed on as the royal language.
- (2) English occupies the position of an associate language in the Indian Constitution.
- (3) English language is our window to the world.
- (4) A good communicator must understand the receiving and understanding capabilities of the recipient.
- (5) The receiver selects when and what to communicate and determines their medium of transmission.
- (6) The sender initiates the communication.
- (7) A communication could be verbal only.
- (8) The message should have detailed accuracy, oral communication channels are the best.
- (9) A code, unless it is activated, is useless.
- (10) Negative feedback is not important in groups experiencing communication problems.
- (11) Channel redundancy is the best solution in case of channel noise.
- (12) In filtering, the receiver magnifies or exaggerates the information.
- (13) The greatest barrier to communication is quite often the style of communication used by the sender.
- (14) The Information Gap Principle involves the transmission of information or the conveying of a message from person to person.
- (15) Speech is a less powerful means of persuasion and control.

B. Choose the correct answer.

(1) In spite of the departure of the Englishmen from the Indian scene, their language has come to stay as the _____ language in the Indian Constitution. (2)

a) Second b) Royal c) additional d) associate.

2) In these days, when Science and technology develop by leaps and bounds, it is not an easy matter to English because _____

a) the scientists are trained in English only

b) the results of much research work are generally published in English.

c) Scientific machines are invented in the UK & USA only.

d) None of these.

3) Communication is made up of a chain of events that can be broken down into different phases:

a) Seeker, message, channel receiver, feedback

b) Sender, message, channel, receiver, feedback.

c) Sender, letter, channel, receiver, feedback

d) Sender, message, network, receiver, feedback.

4) You are presenting a new idea to your boss. He listens to you, his hands crossed, leaning back in his chair, with a stern expression. It shows _____

a) he is very keen on your idea b) he is not open to your ideas.

c) he is relaxed and attentive d) he wants you to change your ideas.

5) Maintaining eye contact is generally perceived as an indication of _____

a) Honesty b) Ruthlessness c) Sadness d) Happiness.

6) Communication barriers can be placed in four categories.

a) Problems caused by receiver, problems in message transmission, problems in reception, problems in Sender Comprehension.

b) Problems caused by Sender, Problems in message transmission, problems in reception, problems in receiver Comprehension.

c) Problems caused by the Sender, static in the line Problems in message transmission, problems in reception, problems in receiver comprehension

d) None of the above.

1. Which of these are vital for any organisation?
(a) Debate (b) Group Discussions (c) Speeches (d) Arguments
2. Which of these qualities are important in a group discussion?
(a) emotional stability (b) hostility (c) ignorance (d) aggressiveness
3. In a group discussion, one must communicate with _____
(a) hostility (b) ignorance (c) knowledge (d) long sentences.
4. In a group discussion, the discussion must be directed to its logical conclusion.
(a) True (b) False.
5. In a group discussion, we should be _____
(a) assertive (b) dominating (c) subjective (d) ignorant.
6. Which of these factors do not enhance listening skills?
(a) Attention (b) Clear Perception (c) Fakeness (d) Frankness
7. Interviews are conversations with _____.
(a) Fun (b) Purpose (c) friendliness (d) informality
8. A job interview is a formal meeting between a job seeker and an employer.
(a) True (b) False
9. Which of these is not a type of interview?
(a) Screening interview (b) Stress interview (c) Music interview (d) Lunch interview.
10. Which kind of interview includes a process in which the employability of the job applicant is evaluated?
(a) Stress interview (b) Screening interview.
(c) Group interview (d) Behavioural interview

11. In which of these, more than one candidate is interviewed?
(a) The behavioural interview (b) The stress interview
(c) The Group interview (d) The audition

12. Which of these interviews is taken for a candidate far away?
(a) Lunch interview (b) Telephone (c) Stress interview
(d) Group interview

13. Errors in language, grammar or visual representations of facts take away:
(a) Clarity (b) correctness (c) crispness (d) Conciseness

14. Evaluation Parameters of Group Discussion includes:
(a) Personality (b) Communication (c) Leadership skills
(d) All the above

15. Formal interview is also known as _____
(a) Planned interview (b) Unstructured interview
(c) Group interview (d) None of the above.

16. Four essential conditions of good listening Process are:
(a) Attention, Hear, Understand, Respond
(b) Attention, Listen, Understand, Remember
(c) Accept, Hear, Update, Remember
(d) Adopt, Hear, Understand, Respond.

17. Gesture in communication is a _____
(a) Non-verbal message (b) Direct conversation
(c) Oral communication (d) Writing.

18. Gossip and rumour are part of _____ communication.
(a) Formal (b) Informal (c) Horizontal (d) Vertical.

COMMUNICATIVE ENGLISH
ENGLISH COMMUNICATION SKILL - 1ST SEM
SHORT QUESTION/MCQ/QUIZ EXERCISE - 10

WRITTEN
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1. What is a consonant called when it is placed at the end of a syllable?
(a) Releasing Consonant (b) Arresting Consonant (c) Dental Consonant (d) Alveolar consonant
2. What is the structure in the following syllable: Good
(a) CVC (b) CV (c) VCC (d) VC
3. The nucleus of the syllable is Vowel.
(a) True (b) False
4. Vowel sounds can be differentiated as Monophongs and Diphthongs. (a) True (b) False
5. Can you pass me plastic knife? Mark stress
(a) PLAS-tic (b) Plas-tic
6. He was born in China. Mark stress
(a) CHI-na (b) chi-NA
7. I can't decide which book to borrow? Mark stress.
(a) DE-cide (b) de-CIDE
8. How do you pronounce this word? Mark stress
(a) PRO-nance (b) pro-NOUNCE
8. Leadership that aims at achieving task goals only is likely to make for greater group success.
Say - True/False False
9. The number of IPA symbols present in British English _____ . (a) 24 (b) 20 (c) 27 (d) 26
10. According to Prof. Albert Mehrabian, non-verbal communication contributes _____ % in any communication.
(a) 88% (b) 55% (c) 7% (d) 93%.

11. It is a good idea to research companies in order to

- (a) prepare for your general job search
- (b) ~~search~~ about specific companies and industries
- (c) prepare for interview questions
- (d) All of the above

12. During the interview, the interviewer is assessing

- (a) ~~your~~ listening music
- (b) what kind of vehicle you drive
- (c) your ability to fit in to their organization.
- (d) your resume

13. Which of these is a nearly universal rule of word stress?

- (a) stress occurs on the vowel
- (b) All multi-syllabic words have two primary syllables that are stressed.
- (c) ~~Nouns~~ Nouns and adjectives are always stressed differently
- (d) Verbs never contain a stressed syllable.

14. British English is Unphonetic/Phonetic language (Tick the appropriate one)

15. Forty-five famous fathers will feed these orphans. (Mark stress and intonation)

16. Which of the words below contain the sound that is represented by the IPA symbol on the left?

15) net, know, ring, solemn, bank, anchor, bang

17. British English is Syllable-Timed Language. True/False (Stress-Timed Language)

18. Vowels are voiced/voiceless. (Tick the appropriate one)

19. Vocal Chord vibrates to produce Voiced Sound. True/False

20. Diphthong is a combination of two IPA symbols producing one sound only. True/False

COMMUNICATIVE ENGLISH - 1ST SEM
ENGLISH COMMUNICATION SKILL
SHORT/MCQ/YES-NO/TRUE-FALSE/QUIZ
EXERCISE - II

Written
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Do as Directed.

1. A lot of Indians are dying daily ~~act~~ of starvation.
(Identify Abstract noun.)
2. I purchased two ~~dozens~~/~~dozen~~ of bananas.
Rectify the error.
3. Mr. Nabin Patnaik is a man of letter/~~letters~~.
Tick the right one.
4. Her daughters-in-law have made her life miserable. Spot the Error - daughters-in-law.
5. The university was ~~found~~/~~founded~~ by the Chief Minister. Tick the right one.
6. Agra is famous ~~about~~/~~for~~ Taj Mahal.
7. On a foreign tour, players have to adapt ~~with~~/~~to~~ the changed climatic conditions.
8. His mother was ~~a/an~~ American, though his father was ~~a/an~~ European.
9. ~~May~~/~~Might~~ you live long.
10. Either Alia or her sisters has done this.
Spot the Error - 'have'
11. Our team has won the first prize.
Identify Collective Noun - team
12. The ~~information~~/~~informations~~, sent by you is/are not really sufficient.
Spot the error - information, is
13. My brother is an engineer. Identify the Main Verb
Ans - is

14. Can you type? State the meaning of modal 'can'
Ans - Ability.

15. Give two examples of 'irregular verbs'.

Ans - ask asked asked, play, played, played.

16. A computer will do the work. (Convert into passive voice)

Ans - The work will be done by a computer.

17. If I were a tiger _____ . Fill in the blanks.
(I would live in the jungle / I will live in the jungle)

18. How many legs has/have the spider.

19. I shall read a novel if time permits
Use the verb given in the bracket in correct form - Permits

20. As I was ill I could not attend the camp.

Write the sentence with "if"
Ans - If I had not been ill, I could have attended the camp.

21. I am late. Add appropriate Question Tag
Ans - I am late, aren't I?

22. A barking dog seldom bites. (Add Question Tag)
Ans - A barking dog seldom bites, does it?

23. Be cautious. (Convert into negative form)
Ans - Don't be cautious.

24. Stop smoking. (Convert into interrogative sentence)
Ans - Will you stop smoking?

25. As soon as he reached the station, the train left
Ans - No sooner did he reach the station, than the train left.