



**CHANDIGARH
UNIVERSITY**

Discover. Learn. Empower.

University Institute of Engineering

Course Name- Professional Communication Skills

Course Code- 22PCH-105



Cloze test

DISCOVER . **LEARN** . EMPOWER

COURSE OBJECTIVES

The Course aims to:

1	Augment student's overall communication and interpersonal skills by practicing oral and written English for professional life.
2	Enrich reading capability to enhance business sense through special emphasis on business vocabulary and its usage.
3	Write business documents clearly, concisely and analytically in correct syntax.
4	Speak coherently, concisely in social and professional environment.

Course Outcomes

On completion, the students are expected to

CO Number	Title	Level
CO1	Apply non-verbal and soft skills effectively to attain expertise in Listening, Speaking, Reading and Writing Skills (LSRW Skills).	Apply
CO2	Apply correct contextual and comprehensible written text and speech in a wide range of communication situations.	Apply
CO3	Demonstrate linguistic competence while speaking and writing through accuracy in grammar, intonation, pronunciation and vocabulary.	Apply
CO4	Evaluate information as critical readers, speakers and writers applying ethics in communication and being sensitive in cross cultural communication.	Evaluate
CO5	Create original short compositions, in the form of paragraph writing, business correspondence, blogs etc. using logical support and argument.	Create



What is Cloze- Test?

- A **cloze test** (also **cloze deletion test**) is an test consisting of a portion of language with certain items, words, or signs removed (cloze text).
- The word *cloze* is derived from *closure* in Gestalt theory.



Approach to do Cloze Reading test

1. Read the passage.
2. Analyze the theme of the passage.
3. Be mindful of the supporting/contradicting connectors.
4. Eliminate options.
5. Choose the correct contextual meaning.

Approach to do Cloze Reading test (Contd.)

- Example, Let's take the word "cell". The cell is the basic structural and functional unit of life. The cell is the basic unit of battery. The cell is used to refer to mobile phones. The cell is used to refer to a prison. A container is also called a cell.
- If you go step by step, keeping in mind these five approaches, you will surely be able to solve Cloze Test with the new pattern.

Exercise (1)

- The postal service is the government agency (1) ----- handles the mail.
 - A. The fact that
 - B. Whether
 - C. Of which
 - D. That
 - E. In that

(2)

- Its job is (2) ----- letters and packages to people and businesses all over the world.
 - A. Being delivered
 - B. To be delivered
 - C. To have delivered
 - D. Having delivered
 - E. To deliver

(3)

- Its goal is to see that your mail gets to its destination (3) ----- possible.
- A. Less quickly
- B. Too quickly
- C. So quickly that
- D. As quickly as
- E. The most quickly

(4)

- People (4) ----- the postal service to deliver important letters and even valuables, (5) ----- time and to the right person.

A. back out
B. Check out
C. Come in
D. Figure out
E. Rely on

A. to
B. for
C. at
D. on
E. over

Exercise with Answers

The postal service is the government agency (1) **that** handles the mail. Its job is (2) **to deliver** letters and packages to people and businesses all over the world. Its goal is to see that your mail gets to its destination (3) **as quickly as** possible. People (4) **rely on** the postal service to deliver important letters and even valuables, (5) **on** time and to the right person.

Summary

- Cloze Test is related to the filling of the **gaps** and adding meaning to the sentence.
- There are two types: Standard Cloze Test and Multiple Choice Cloze Test.
- Follow the **connecting thread** and practice more.
- Also, practice the exercise. Link is given in the References.



Applications

- Cloze Test will help the students in creating quality technical documents, project reports and research papers.
- It will also help them in clear expression of thoughts.
- Cloze Test establishes competence to relate both spoken and written English to a wide range of communication situation.

Assessment Pattern

Students are assessed on the basis of the following parameters:

- Hourly Tests - 2
- Assignments
- Surprise Test
- Quiz
- Student Engagement
- End Semester Exam

References

- Students should consult the study material provided to them- Communication Skills 2020
- <https://www.grammarbank.com/cloze-test.html>
- Hewing, Martin, Advanced English Grammar, Cambridge University Press (2015), UK.
- Bodheeprep.com
- Onlinelibrary.wiley.com

