

FY BAMMC

Effective Communication SEM I

Q.1 "Communication is a process of passing information and understanding from one person to another." Words defined by which of the following experts?

- a) Peter Little
- b) Keith Davis
- c) W.H. Newman
- d) Aristotle

Q.2 This type of communication is speaking to teachers and students.

- a) written
- b) non verbal
- c) oral
- d) body language

Q.3 Before delivering a speech Peter is thinking about key points, which form of communication Peter is using?

- a) Group Communication
- b) Intrapersonal Communication
- c) Interpersonal Communication
- d) Mass Communication

Q.4 Mike, Operations Manager for Solar Solutions, has had communication difficulties about the daily production of steel in his meetings with James, one of the shift supervisors. Assuming this is an issue of hierarchy, the barrier they face is related to_____.

- a) Gender differences
- b) Language differences
- c) Status differences
- d) Cultural differences

Q.5 Which of the following is **not** the type of Socio-psychological barrier.

- a) Narrow mindedness
- b) Defensiveness
- c) Halo Effect
- d) Climatic Condition

Q.6 The art of providing sound to a video is called-

- a) Recording
- b) Dialogue
- c) Voiceover
- d) Speech

Q.7 Discussion, people, opinions, Topic. Following are the key words that can define-

- a) Group Discussion
- b) Panel Discussion
- c) Debate
- d) Speech

Q.8 Which of the following is not the attribute of Anchoring

- a) Interpersonal Skills
- b) Investigative nature
- c) Multitasking
- d) Flexibility

Q.9 A skit or play that has only single character is called

- a) Mime
- b) Fiction
- c) Mono act
- d) Street plays

Q.10 2. Which of these is not a step in the listening process?

- a) To stop talking
- b) Receiving
- c) Misinterpreting
- d) Responding

Q.11 World over it's a common belief that politicians are corrupt hence even before listening to one we assume that they will only lie, which one of the following barriers is suitable for this situation.

- a) Physical Barrier
- b) Sociological barrier
- c) Psychological Barrier
- d) Physiological Barrier

Q.12 **What is skimming?**

- a) Quickly reading over a text to get the general gist.
- b) Quickly reading over a text to find a specific piece of information which is focused upon
- c) Taking the time to understand the whole text in depth.
- d) Looking for grammar structure

Q.13 An official statement that gives information to newspapers, magazines television news program, and radio stations is called.

- a) Press release
- b) Article
- c) Editorial
- d) Information

Q.14 A regular section of a newspaper or magazine devoted to a particular subject or written by a particular person is known as-

- a) Editorial
- b) Column
- c) Blog
- d) Periodical

Q.15 _____ is tool provided to judge which programs are viewed the most.

- a) Limelight
- b) Advertisement
- c) TRP
- d) Macro influence

Q.16 He occasionally _____ a headache in the morning. (Choose Suitable verb)

- a) having
- b) has
- c) have
- d) is having

Q.17 The given sentence is in active/ passive voice. Change the voice of the sentence. Select the correct option from the sentence below.

She has preserved all the old letters of her dead lover.

- a) **All the old letters of her dead lover have been preserved by her.**
- b) All the old letters of her dead lover has been preserved by her.
- c) All the old letters have been preserved.
- d) The letters of her old lover have been preserved.

Q.18 My boss _____ at work because it was my first week.

- a) played me the ropes
- b) asked me the ropes
- c) showed me the ropes**
- d) told me the ropes

Q. 19 Which word best completes the sentence?

_____ is a sale on parrots at the pet store.

- a. They're
- b. Their
- c. There
- d. They

Q. 20 Creative thinking process allows you to _____.

- a) meet the same challenges.
- b) seek usual solutions.
- c) explore certain areas.
- d) open to new ideas.**

Q.21 Which one is not the characteristic of a creative thinker?

- a) Optimistic
- b) Pessimistic**
- c) Curious
- d) Open-minded

Q.22 Which of the following is a requirement that a presenter should know to prepare effectively for a presentation?

- a) Available attire
- b) Foods the presenter can eat during the presentation
- c) Presentation duration
- d) Number of bullet points allowed per slide

Q.23 The outline of a presentation should include:

- a) A beginning, middle and an end of the presentation**
- b) Possible questions from the audience
- c) Acknowledgments
- d) References

Q.24 The essence of a translation is _____ from one language into another language.

- a) converting of meaning
- b) conveying of meaning
- c) **transferring of meaning**
- d) representing of meaning

Q.25 A translation process involves minimally two languages commonly known as _____

- a) First Language and Second Language
- b) First Text and Second Text
- c) Initial Language and Final Language
- d) Source Language and Target Language