

F.Y.BSc I.T Communication Skill SEM I sample Questions

1. Effective _____ is one of the master skills to boost your productivity.
 - A. Listening
 - B. Speaking
 - C. Hearing
 - D. Communication

2. _____ indicates a sense of concern for the receiver.
 - A. Consideration
 - B. Correctness
 - C. Conclusion
 - D. Concreteness

3. Communication Is a process of exchanging information, usually through a common set of _____.
 - A. Numbers
 - B. Instructions
 - C. Symbols
 - D. Things

4. Scope of communication has two dimensions:
 - A. Inner and outer
 - B. Internal and external
 - C. First and second
 - D. Static and dynamic

5. _____ is a factor that disturbs, diminishes, confuses or interfaces with the message.
 - A. Noise
 - B. Sound
 - C. Response
 - D. Medium

6. _____ message conveys disappointment, disapproval and dissatisfaction.
 - A. Positive
 - B. Negative
 - C. Neutral
 - D. Persuasive

7. Which of the following is not component of business letter
 - A. Heading

- B. Inside address
- C. Salutation
- D. Revising

8. _____ letter is a letter written to convince someone to do something.

- A. Routine
- B. Persuasive
- C. Resignation
- D. Recommendation

9. An _____ proposal is written from separate, independent organization or individual to another such entity.

- A. Solicited
- B. Internal
- C. External
- D. Informational

10. A person understands and remembers what they are hearing when people listen attentively is known as _____ listening.

- A. Attentive
- B. Appreciative
- C. Critical
- D. Informative

11. A departmental or inter-departmental meeting is an excellent place to showcase one's _____.

- A. Talent
- B. Fear
- C. Performance
- D. Report

12. Sending a thank you letter is _____ activity.

- A. Pre-conference
- B. Post-conference
- C. Teleconferencing
- D. Complex

13. The _____ in GD includes the manner of expression , communication skills, body language and attitude of the person.

- A. Level
- B. Process
- C. Content
- D. Benefits

14. _____ briefing is given by a spokesperson or an official to the press in order to give some information to public.
- A. Press
 - B. Project
 - C. Team
 - D. Product
15. Which of the following is not among five Ps of marketing communication
- A. Product
 - B. Picture
 - C. Pricing
 - D. People
16. Corporate _____ is one of the aspects of corporate communication in which stakeholders and customers brings value to the marketplace.
- A. Management
 - B. Enhancement
 - C. Positioning
 - D. Citizenship
17. _____ are trained to deliver message to media properly.
- A. Suppliers
 - B. Investors
 - C. Customer
 - D. Managers
18. _____ helps the company in getting worthy business partners.
- A. Money
 - B. Reputation
 - C. Time
 - D. Area
19. Corporate communication strategy is the issues and relationships between _____ and its audience.
- A. Organisation
 - B. Supplier
 - C. Investor
 - D. Speaker
20. Corporate communication strategy is developed for _____ impacts to be aware for the activities.
- A. Personal
 - B. Physical
 - C. Mental

D. Social

21. To speak before groups of people, you should be _____ then the success comes.
- A. Over smart
 - B. Confident
 - C. Shy
 - D. Silent
22. Which of the following is not among the factors of business presentation
- A. Occasion
 - B. Purpose
 - C. Status
 - D. Material
23. The more data packed in, the better way _____ will believe.
- A. Opponent
 - B. Audience
 - C. Speaker
 - D. Resource person
24. _____ are represented in hierarchical fashion.
- A. Concept maps
 - B. Mind maps
 - C. Brainstorming
 - D. Templates
25. Large amount o information can be processed through _____.
- A. Typography
 - B. Callouts
 - C. Chunking
 - D. Assets