

SMT C.Z.M.GOSRANI BCA COLLEGE

SEMESTER - 1

SUBJECT : COMMUNICATION SKILLS

1	Communication is continuous .
2	The . Is the person who transmit the message
3	Which of the following skills has the largest share in communication time in schools/colleges?
4	Information that is sent back to the source is known as ...
5	The act of producing a message is known as.
6	The word communication was originated from the word communis
7	_____ is not one of the 7 Cs of communication
8	Effective communication is essentially a
9	Face to face situation is
10	Oral communication is
11	The _____ space (zone) extends from 18 inches to 4 feet.
12	_____ refers to all these factors that disrupt the communication
13	Environmental barriers are the same as _____ noise.
14	Our dress code is an example of _____ communication.
15	The message may be misinterpreted because of _____
16	In oral presentation outside your organisation you must first give the audience a _____ of your organization
17	While talking to friends you do not pay attention to the skills of _____ Communication.
18	The content of the communication is called:
19	Because emojis don't actually use words, they are considered what kind of message?
20	Sign language is actually considered a form of communication that uses words, so it is
21	This is mainly a communication barrier on the receiver's end.
22	Suggestions for improvements from an employee in the accounting department is an example of:..
23	As a good classroom communicator, you are supposed to know your
24	Means of grapevine communication are
25	Transforming thoughts, ideas and messages into verbal and non-verbal signs is referred to as
26	The mode of communication that involves a single source transmitting information to a large number of receivers simultaneously, is called
27	In the two-way symmetric model of public relations, the model of communication used is
28	The supervisor may not trust their subordinates, this barrier called _____
29	Words with multiple meaning is _____ Barrier.
30	Poor retention is a _____ barrier.
31	_____ is a way to overcome the Barrier of communication.
32	_____ is one of the ways to over come the barriers of communication.
33	Telephone talk is handicapped by lack of _____ presence.
34	Listening, like speaking, reading, and writing, is:
35	Listening and hearing refer to:
36	A reflective listener:
37	Why is it called "active listening"?
38	Understanding the _____ of the audience is an important element of effective listening when public speaking.
39	Active listening involves listening and _____ ?
40	Which of these is the third step in the listening process?
41	Which of these should be avoided in pre-listening analysis?
42	Which is the main barrier to listening?
43	Barriers which are caused because of different meanings of a word to different people is called _____
44	Which of these types of listening is followed by skilled listeners?
45	When should you practice active listening skills ?
46	I use sarcasm or jokes to respond when my speaking partner talks.
47	What should you do to make yourself feel stronger in a negotiation:
48	Negotiation strategy is partly concerned with:
49	The final aim of negotiation is to:
50	In order to persuade others, facts should be discussed from the point of view of a:
51	A negotiation is discussed in a tone that focuses attention on the need to reach a satisfactory solution by:
52	In negotiations, the interpretation of a cue requires skill because it may be:
53	Negotiation implies that both parties accept that the agreement between them is:
54	Persuasion is an essential element of effective negotiation because it helps in:
55	What is NOT one of the five stages of the negotiation process?
56	In which of these, should the listener be able to make connections between different segments of the speech?
57	Which of these should be avoided during the delivery of a speech?
58	Technical writing demands _____ use of language.
59	Which of these must be avoided in technical writing?
60	How does the technical writing process differ from the essay writing process?
61	Choose the type of writing that is NOT considered technical communication.
62	Why is consistency in your technical documentation important?
63	Acting politely, giving remarks about colleagues work, reasoning about e-mails, called the law of;
64	Technical writing must be...
65	_____ attitude is harmful for business letters.
66	_____ attitude is the secret of effective business letters.
67	The standard size of letterhead is _____.
68	Character in business letter writing means _____
69	_____ is the Physical level.
70	The British method follows, _____ order.

71	A sheet of paper on which the firm name with address is given ,known _____.
72	Sales letter are written to _____.
73	A _____ are written in a series.
74	Complaint letters enable us to improve upon quality of our _____.
75	The write of debt collection letters should have a good knowledge of _____.
76	Adjustment letter is the reply to _____.
77	Expression like "you forgot", "you failed" are bound to _____ the reader.
78	The attachment with a sales letter could be _____.
79	Which of these is not a part of a report?
80	Which of these reports are used in business?
81	A memorandum is almost like a _____.
82	Which is not something youd see to fill out on a job application?
83	Which of these is the most important part of the proposal?
84	Which of these is a must for long proposals?
85	Which of these is the easiest way of communication?
86	Resume is called curriculum vitae in _____.
87	Where should the courteous leave- taking be mentioned on a letter of enquiry?
88	What is the term used to describe the emotion or feeling in your voice?
89	When using sign language, it is important to remember what?
90	Which of these is not an element of non- verbal communication?
91	What is the term used to describe words or expressions used by a specific group of people?
92	For anyone that has trouble with communication, you need to ensure what?
93	The zone of space that people most often use during conversation is called _____.
94	Which form of non-verbal communication involves movements and postures used to communicate emotion?
95	Which of the following is identified as one of the key sources of non-verbal leakage cues?
96	Under which of the following conditions are you most likely to have eye contact with someone?
97	Speakers most often use rhythm in presentations to achieve which of the following effects?
98	Which of the following conversational strategies would most likely promote greater intimacy in a relationship?
99	A message can only be deemed effective when it is _____.
100	_____ sing communication skills effectively will help you do what _____.
101	The level of loudness or softness in a persons voice is called _____.
102	When hanging out with friends, you should maintain a(n) _____ distance.
103	This shows others whether or not you take pride in your appearance.
104	Which of these is a form of paralanguage?
105	_____ adds meaning to oral communication
106	The use of body language is known as _____.
107	Proxemics is also called _____ language.
108	The hand and head movements is called gesture
109	Which of these is not a punctuation mark?
110	Which of these is used between sentences which are grammatically independent?
111	Which of these is used in the case of titles of books?
112	The tone of the speaker should be _____.
113	She writes everyday in her _____.