

MCM301- Communication skills
Composed By Faheem Saqib

A mega File for MiD Term Papers & Quizzes
For more Help Rep At
Faheem_saqib2003@yahoo.com
Faheem.saqib2003@gmail.com
0334-6034849

MIDTERM EXAMINATION

MCM301- Communication skills (Session - 2)

Time: 60 min

Marks: 45

Question No: 1 (Marks: 1) - Please choose one

Questions and comments that an audience is likely to raise can be anticipated by considering all of the following, except:

- ► Previous experience
- **▶** Rare reassurance
- **▶** Planning
- ► Input from associates

Question No: 2 (Marks: 1) - Please choose one

	A
goodwill speech may be:	
► Seemingly informative	
► Presented to change attitudes	
► Presented to change behaviors	
► All of the given options	
Question No: 3 (Marks: 1) - Please choose one	
of the following reduces communication apprehension, except:	All
► Rehearsing your presentation	
➤ Speaking more often	
► Taking speech courses and workshops	
► Concentrating on your nervousness	
Question No: 4 (Marks: 1) - Please choose one	
Which of the following is NOT used in oral speaking style?	
► Mostly long sentences	
► Personal pronouns freely	
► Active voice	
➤ Contractions often	
Question No: 5 (Marks: 1) - Please choose one	
can the credibility of a presenter be increased?	How
► Complimenting the audience	
► Demonstrating your sincerity	

- ▶ All of the given options▶ Being well dressed and well groomed
- Question No: 6 (Marks: 1) Please choose one

What does gripping the lectern, having clenched fists and constant clearing of the throat covey?

- ▶ Open or confident
- ► Dictatorial or arrogant
- ► Insecure or nervous
- ► Happy or pleased

Question No: 7 (Marks: 1) - Please choose one

_____ refers to the degree of highness or lowness of a sound.

- **▶** Pitch
- ► Speed
- **▶** Volume
- ► Rate

Question No: 8 (Marks: 1) - Please choose one

story, that is not true but it perfectly illustrates the point the presenter wants to make, is called:

- ► Hypothetical
- ► Fictional
- ► Factual
- **▶** Genuine

Question No: 9 (Marks: 1) - Please choose one

Which of the following could not be an appropriate beginning of speech?

- ► Appropriate quotation
- ► Asking a rhetorical question
- ► An ordinary story
- ► A startling statement

Question No: 10 (Marks: 1) - Please choose one

. To

select a good topic of speech one should keep in mind all of the following, EXCEPT:

- ► A topic should be intriguing
- ► A topic should be appealing
- ► A topic should not tell too much about a speech
- ► A topic should be too vague

Question No: 11 (Marks: 1) - Please choose one

Which of the following would be the least helpful source when conducting audience research?

- ▶ The website of the organization that has invited you to speak
- ▶ The website of the organization that has invited you to speak
- ▶ Interviews of former members of the organization to whom you are invited to speak
- ▶ News releases highlighting the organization to whom you will be speaking

Question No: 12 (Marks: 1) - Please choose one

Determining the audience's attitude toward you as the speaker is an aspect of?

- ► Analyzing the audience
- ► Analyzing the speaker

- ► Analyzing the occasion
- ► Analyzing the audience and the speaker

Question No: 13 (Marks: 1) - Please choose one

Which of the following is not a demographic characteristic?

- ► Sex
- ► Age
- ► Cultural background
- **►** Attitude

Question No: 14 (Marks: 1) - Please choose one

______ Poor retention either on the part of the sender or on the part of the receiver can create problems or lead to

- **▶** Misunderstanding
- ► Stronger friendship
- ► Better understanding
- ► Generous approach

Question No: 15 (Marks: 1) - Please choose one

Which of the following is usually related to environmental factors that affect the communication?

- ► Listener barrier
- ► Sender barrier
- **▶** Physical barrier
- ► Resistance

sender analyzes the receiver's knowledge so that the he/she could:	The
► Compose the message at the proper level.	
► Emphasize receiver benefits.	
► Choose the approach to use in the message.	
► Avoid making a negative impression.	
Question No: 17 (Marks: 1) - Please choose one	
Which of the following is a type of nonverbal communication derived from the sour voice?	nd of the speaker's
► Paralegalism	
► Parallelism	
► Paradigm	
► Paralanguage	
Question No: 18 (Marks: 1) - Please choose one	
Which of the following is NOT a form of verbal communication?	
► Appearance	
► Letters	
► Books	
► Reports	
Question No: 19 (Marks: 1) - Please choose one	

- ► Non-verbal communication is writing.
- ▶ Nonverbal communication is interpersonal communication through nonlinguistic means.
- ▶ Non-verbal communication is everything including your words.
- ► Nonverbal communication is reading.

Question No: 20 (Marks: 1) - Please choose one

Which one of the following is not a right tip to become a better listener?

- **▶** Don't provide feedback
- ► Keep an open mind
- ▶ Don't jump to conclusions
- ▶ Don't let yourself be distracted by the environment

Question No: 21 (Marks: 1) - Please choose one

belief that your own ideas are more important or valuable than those of others is an example of which barrier to listening?

The

- ► Preoccupation
- **►** Egocentrism
- ► Physical barriers
- ► Environmental barriers

Question No: 22 (Marks: 1) - Please choose one

is the first element in the listening process.

- **▶** Listening
- **▶** Hearing
- ► Filtering

▶ Speaking

Question No: 23 (Marks: 1) - Please choose one

___ The

degree to which you and others share common meanings for words will depend on:

- ▶ The extent to which you share common backgrounds and experiences
- ► The diversity of your backgrounds
- ► The extent to which you share common approaches
- ► None of the given options

Question No: 24 (Marks: 1) - Please choose one

Which of the following statement about communication is correct?

- ▶ The meaning we associate with a word will be shared by those with whom we communicate.
- ▶ Effective communication skills make a significant contribution to organizational cost reduction.
- ► Meanings cannot be subjective.
- ► All of the given options

Question No: 25 (Marks: 1) - Please choose one

Which of the following is a form of communication in which messages are sent to large, public, dissimilar, anonymous, distant audiences using some intermediate instrument of transfer?

- ► Mediated communication
- **▶** Mass communication
- ► Interpersonal communication
- ► Group communication

Question No: 26 (Marks: 1) - Please choose one

Which one of the following statement defines environmental context of interpersonal communication	on?
□□□□□□□□□□□□ It concerns your reactions to the other person.	
□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□	
□□□□□□□▶□It is who you are and what you bring to interaction.	
□□□□□□□□□□□□□□ It deals with the physical "where" you are communicating.	
Question No: 27 (Marks: 1) - Please choose one	_ A11
of the following are the levels of communication, except:	_ AII
□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□	
□□□□□□□►□Mediated Communication	
□□□□□□□□□□□□Interpersonal Communication	
□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□	
•	_
Question No: 28 (Marks: 1) - Please choose one	_
Question No: 28 (Marks: 1) - Please choose one Intrapersonal communication processes depend upon communicators all of the following qualities.	_
Question No: 28 (Marks: 1) - Please choose one Intrapersonal communication processes depend upon communicators all of the following qualities. EXCEPT':	_
Question No: 28 (Marks: 1) - Please choose one Intrapersonal communication processes depend upon communicators all of the following qualities. EXCEPT': □□□□□□▶□ Frame of reference	_
Question No: 28 (Marks: 1) - Please choose one Intrapersonal communication processes depend upon communicators all of the following qualities. EXCEPT':	_
Question No: 28 (Marks: 1) - Please choose one Intrapersonal communication processes depend upon communicators all of the following qualities. EXCEPT':	
Question No: 28 (Marks: 1) - Please choose one Intrapersonal communication processes depend upon communicators all of the following qualities. EXCEPT': □□□□□▶□ Frame of reference □□□□□▶□ Creativity □□□□□▶□ Self-talk □□□□□▶□ Dull approach	

□□□□□□□►□Way we think
□□□□□□□►□Way we communicate with ourselves
□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□
Question No: 30 (Marks: 1) - Please choose one
What do you call to a tool that lets you work with individuals and groups on documents that are shared via computer?
□□□□□□□ ► □Electronic mail
□□□□□□□►□Voice mail
□□□□□□□▶□Instant messaging
□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□
Question No: 31 (Marks: 5)
Interpersonal communication is contextual. Discuss.
Question No: 32 (Marks: 10)
How communication can play a part in increasing employ productivity and reducing cost of the organization? Explain with examples.

MIDTERM EXAMINATION 2010

MCM301- Communication skills (Session - 3)

Question No: 1 (Marks: 1) - Please choose one

All of the following are the levels of communication, except:

- Intrapersonal Communication
- Mediated Communication
- Interpersonal Communication
- Frame Communication

Question No: 2 (Marks: 1) - Please choose one

While talking to your friend underneath an elm tree, you hear the sounds of birds singing and

this distracts you from yo ur conversation. What would you call it?

Physical noise

Question No: 3 (Marks: 1) - Please choose one

How man y components do self-concept has?

- Two
- 5
- 4
- 3

Question No: 4 (Marks: 1) - Please choose one

What do we call to the process to transmit the message?

Send

Question No: 5 (Marks: 1) - Please choose one

In Standard vocabular y words having more then one meaning is known as:

Equivocal terms

- Jargon
- Trigger words
- Biased language

Question No: 6 (Marks: 1) - Please choose one

Which of the following statement ex plains mediated communication?

- Mediated communication occurs when two (or a few) people use loud speaker to
- Mediated communication occurs when two (or a few) people use some

intermediate mean carrying their massage

- Mediated communication occurs when people try to communicate at mass level.
- Mediated communication occurs when a group o f people uses email to send **Question**

No:7 (Marks: 1) - Please choose one

Following is a type of communication. In which co-worker decide to deal a problem

- Upward
- Horizontal
- Downward
- Level

Question No: 8 (Marks: 1) - Please choose one

When a man hugging with his mother and father with full of love, following communication

occurred.

• Posture

NUSRAT.CH222

- Appearance
- Creative
- Touching

Question No: 9 (Marks: 1) - Please choose one

How can the credibility of a presenter be increased?

- Complimenting the audience
- Demonstrating your sincerity
- All of the given options
- Being well dressed and well groomed **Question**

No:10 (Marks: 1) - Please choose one

Which of the following is correct about human memory?

- Not ver y sharp
- Reconstructive
- Poorly developed
- All of the given options

Question No: 11 (Marks: 1) - Please choose one

• Which one of the following pattern is especially effective if the audience already knows

that the problem exists?

- Problem/solution order
- Cause/effect order
- Deductive order
- Inductive order

Question No: 12 (Marks: 1) - Please choose one

Jumps to conclusion. This is an example of: Select correct option:

- Listener barrier
- Sender barrier
- Physical barrier
- Noise

Question No: 13 (Marks: 1) - Please choose one

Criteria is the least vital in the pro cess of selecting topic of Complimenting the audience

- On the amount of research material
- Level of interest of the speaker
- Current topic in daily news papers
- How worthwhile it is for listeners (not confirmed)

Question No: 14 (Marks: 1) - Please choose one

What does gripping the lectern, having clenched fists and constant clearing of the throat covey?

- Open or confident
- Dictatorial or arrogant
- Insecure or nervous

• Happy or pleased (not confirmed)

Question No: 15 (Marks: 1) - Please choose one

In comfortable setting audience do all except

- See only
- Hear on edge (not confirmed)
- Sitting comfortable
- Focus attentively

Question No: 16 (Marks: 1) - Please choose one

Determining the sitting arrangement for presentation except

NUSRAT.CH222

- Size of audience
- Duration of audiance
- Furniture
- Visibility

Question No: 17 (Marks: 1) - Please choose one

Voice quality can disturb audience.

- Mono tune
- Vocal emphasize
- Pleasant voice quality
- Variation in speed

Question No: 18 (Marks: 1) - Please choose one

When you interacting with international audience point must kept in mind

- Avoid the handouts
- Highly structured presentation not confirmed
- Speak louder then usual
- Address the listener informally

Question No: 19 (Marks: 1) - Please choose one

Following is a type of communication. In which co-worker help in individual task to each other

- Upward
- Horizontal
- Downward
- Internal

Question No: 20 (Marks: 1) - Please choose one

Excess of information is

- Information overload
- Inf ormation bulk not confirmed
- Information volume
- Information mass

Question No: 21 (Marks: 1) - Please choose one

In word Audience C stands for

- Creativity
- Customize

- Care
- None of given

Question No: 21~28 (Marks:) - Please choose one

• ????????????????????????

Question No: 29 (Marks: 3) - Please choose one

What is periodical?

Question No: 30 (Marks: 3) - Please choose one

Speech pattern can contribute or distract from presenter

Question # 1 of 20 (Start time: 01:26:48 PM)

Total Marks:

Which of the following is(are) the example of public(s) that organizations communicate with, in external communication?

- Consumers
- Stake holders
- Government agencies
- All of the given options

Question # 2 of 20 (Start tir	ne: 01:27:20 PM)	Total Marks: 1
In general, there are	of newspaper indexes:	
Select correct option:		

- Two kinds
- Three kinds
- Many kinds
- None of the given options

Question # 3 of 20 (Start time: 01:27:36 PM) _____can also seriously impede the transmission of ideas. Select correct option:

- Tolerance
- Biostudies
- Prejudices(not sure)
- Acceptance

Question # 4 of 20 (Start time: 01:28:30 PM)

Total Marks: 1

In USA, maintaining eye contact while talking with elders show confidence, in Pakistan, it shows disrespect. What does this example depict?

Select correct option:

- The interpretation of body language is universal
- The interpretation of body language is not universal
- The interpretation of body language is same worldwide
- The interpretation of body language is global

Question # 5 of 20 (Start time: 01:28:45 PM)	Total Marks: 1
How many components do self-concept has?	
Select correct option:	W

• Two

- Five
- Four
- Three

Question # 6 of 20 (Start time: 01:29:36 PM)

Total Marks: 1

Types of media used to direct information upward are:

Select correct option:

- Reports, interoffice and supervisor subordinate conferences (not sure)
- Letter, news papers and radios
- Newspapers, books and interoffice memos
- TV, radio and wall chalking

Question # 7 of 20 (Start time: 01:29:59 PM)

Total Marks: 1

The term pitch refers which of the following?

Select correct option:

- The degree of lowness of sound
- The degree of highness of sound
- The degree of lowness or highness of sound
- All of the given options

Question # 8 of 20 (Start time: 01:30:53 PM)

Total Marks: 1

Which of the following is usually related to environmental factors that affect communication?

- Listener barrier
- Sender barrier
- Physical barrier
- Resistance

Question # 9 of 20 (Start time: 01:31:42 PM)

Total Marks: 1

All of the following are correct about magazines except:

Select correct option:

- Magazine articles tend to be shorter and more general
- Magazines are a type of periodical
- Magazine publish articles written for a general audience
- Articles in magazines usually bibliographies

Question # 10 of 20 (Start time: 01:32:56 PM)

Total Marks: 1

Which one of the following is an interpersonal need to exercise leadership and prove one's abilities?

Select correct option:

- Inclusion
- Control
- Affection
- Power

Question # 11 of 20 (Start time: 01:33:44 PM)

Total Marks: 1

A good rule to recall when using statistics is:

- The more statistics, the better the effectiveness
- Statistics should include several places parts and decimal point for effect
- Rounding and using a few key statistics is ineffective
- Rounding and using a few key statistics is generally most effective(not sure)

Question # 12 of 20 (Start time: 01:34:48 PM)

Articulate speech is characterized by:

Select correct option:

• Correct pronunciation and clear enunciation

- Vocal trait
- Combination of pitch and strength
- More clearly express or magnify meaning

Question # 13 of 20 (Start time: 01:35:01 PM)

Which of the following involves grasping what the speaker means by seeing the ideas and information from his/her point of view?

Select correct option:

Listening

- Hearing
- Filtering
- Speaking

Question # 14 of 20 (Start time: 01:35:14 PM)

Total Marks: 1

Total Marks: 1

Which of the following pattern is not a specific organizational pattern?

Select correct option:

- Spatial
- Chronological
- Topical
- Deductive

Total Marks: 1

Question # 15 of 20 (Start time: 01:36:22 PM)

Total Marks: 1

Which one of the following is not a right tip to become a better listener?

Select correct option:

• Don't provide feedback

- Keep an open mind
- Don't jump to conclusion
- Don't let yourself be distracted by the environment

Question # 16 of 20 (Start time: 01:36:43 PM)

Total Marks: 1

_____is a process which demands that full attention be paid to the spoken material.

Select correct option:

- Speaking
- Listening
- Hearing
- Dialogue

Question # 17 of 20 (Start time: 01:37:38 PM)

Total Marks: 1

A simple sentence that makes a statement or expresses an attitude, opinion, condition, position, or feeling about the subject. It is called which of the following.

- Speech
- Thesis statement
- Introduction
- Outline

Question # 18 of 20 (Start time: 01:38:07 PM)

Total Marks: 1

Each morning Amna decides how to dress? what to eat? where to go? etc. This refers to which of the following level of communication?

Select correct option:

- Interpersonal communication
- Mediated communication
- Intrapersonal communication
- Person to group communication

Question # 19 of 20 (Start time: 01:39:07 PM)

Total Marks: 1

All of the following are the examples of touching. EXCEPT:

Select correct option:

- Shake hand
- A hug
- A pat
- Drawing the eyebrow down

Question # 20 of 20 (Start time: 01:39:25 PM)

Total Marks: 1

All of the following correct about rules of finding a topic of speech except:

- Being early
- Choose a topic you're interested in
- Select a topic you know about easily research
- Electronic periodical indexes

Question # 1 of 15 (Start time: 09:54:43 AM) Total Marks: 1
How many words is average speaker's rate per minute?
Select correct option:
100 to 150
400 to 500
More than 500
Countless
Question # 2 of 15 (Start time: 09:55:33 AM) Total Marks: 1
can also seriously impede the transmission of ideas.
Select correct option:
Tolerance
Broadsides
Prejudice
Acceptance
Question # 3 of 15 (Start time: 09:56:05 AM) Total Marks: 1
Which one of the following is an interpersonal need to exercise leadership and prove one's abilities?
Select correct option:

Inclusion
Control
Affection
Power
Which of the following process is the automatic psychological process of receiving aural stimuli?
Select correct option:
<u>Listening</u>
Hearing
Filtering
Speaking
In USA, maintaining eye contact while talking with elders show confidence, in Pakistan, it shows disrespect. What does this example depict?
Select correct option:
The interpretation of body language is universal.
The interpretation of body language is not universal.
The interpretation of body language is same worldwide.
The interpretation of body language is global.
In verbal communication one's physical appearance affects the
Mcm 301 quiz
Select correct option:

Message
Channel
Sender
Status
Which of the following is not the type of electronic periodical indexes?
Select correct option:
World Wide Web
CD-ROM
Online systems
<u>Journals</u>
Question # 8 of 15 (Start time: 10:00:07 AM) Total Marks: 1
Which of the following is(are) the example of public(s) that organizations communicate with, in external communication?
Select correct option:
Consumers
Stockholders
Government agencies
All of the given options
All of the following are the types of periodical except:
Select correct option:
Journals

Magazines
Newspapers
Note-cards Note-cards
Which of the following is usually related to environmental factors that affect communication?
Select correct option:
Listener barrier
Sender barrier
Physical barrier
Resistance
How many levels communication can be divided in?
Select correct option:
Six
Five
Four
Three
Which of the following involves grasping what the speaker means by seeing the ideas and information from his/her point of view?
Select correct option:
<u>Listening</u>
Hearing

Filtering
Speaking
All of the following are the examples of touching, EXCEPT:
Select correct option:
Shake hand
A hug
A pat
Drawing the eyebrow down
What do the clothes we wear communicate?
Select correct option:
Affection
Status
Rejection
Boredom
Mediated communication occurs through:
Select correct option:
Letters, reports, forms and interoffice memoranda
Letters, newspapers and radio
Newspapers, books and TV
TV, radio and wall chalking

MCM301

Communications Skills

-	estion: apersonal communication processes depend upon communicators'
Ор	tions:
	Frame of reference
	Creativity
	Self-talk
	All of the above.
-	person is communicating with his friend on telephone then it will be:
Ор	tions:
	Intrapersonal communication
	Mass communication
	Mass communication
	None of the above

Question:		
Which one of the following statement is correct about communication?		
Op	tions:	
	Communication can solve all problems.	
	Communication skills are not learnt.	
	Communication is dynamic, not static.	
	Communication is just an information transfer.	
Question: Which one of the following is not a part of electronic media?		
Opt	ions:	
	Radio	
	Television	
	Film	
	Brochure	
Question: Downward communication flows from people at higher levels to those at lower levels in an organization. Primary function of downward communication is to provide:		
Options:		
	Organizational policies and procedures	
	Feedback about employees' performance	

	Organizational goals and objectives
	All of the above.
0	
-	stion: ch one of the following is a mass medium of communication?
Opt	cions:
	Television
	Radio
	Newspaper
	All of the above
Question: The five steps involved in a communication process appear in a specific order. Which one of the following is the right order?	
Opt	cions:
	IdeaàChannelàEncodingàDecodingàFeedback
	Ideaà EncodingàChannelàDecodingàFeedback
	ChannelàIdeaàEncodingàFeedbackàdecoding
	IdeaàDecodingàChannelàEncodingàfeedback
Question: Probing in a communication process is:	

Options:		
An attempt to gain additional information		
Making judgments		
An attempt to explain what the sender meant		
None of the above		
Question: Self Talk is also called as:		
Options:		
Mediated communication		
Interpersonal communication		
Imagined communication		
Person-Group communication		
Question: Creating and holding a mental image of the person with whom you are conversing by telephone will:		
Options:		
Give the impression the other person is important.		
Help you keep the conversation focused on the other person.		
Make your voice sound professional.		
Minimize the potential for in-person interruptions.		

Question: The person who attaches meaning to a message is called:		
Options:		
	Sender	
	Encoding	
	Transmitter	
	Receiver	
Question: The eye is capable of processing 500-million bits of information per second, however the brain can only compute about bits of information per second.		
	cions:	
	400	
	500	
	600	
	650	
Question: is an automatic psychological process of receiving aural stimuli. Options:		
	Listening	
	Hearing	
	Speaking	

	None of these		
-	Question: Some misconceptions about communication are		
Opt	ions:		
0	Communication solves all problems		
	Communication physically breaks down		
	The meaning we attach to a word will be the meaning everyone else attaches to		
	All of the given options		
Question: Specialized vocabulary is known as:			
Op	tions:		
	Equivocal terms		
	Jargon		
	Trigger words		
	Biased language		
-	estion:		
	nesis statement is a in sentence form		
Op	tions:		
	Declarative statement		

0	Direct statement	
	Indirect statement	
	Straight statement	
	stion: is a sentence that does not express the feeling, conditions, opinions and attitude.	
Opt	ions:	
	Thesis statement.	
	Indirect statement	
	Direct statement	
	Straight statement	
Question: A is a strong statement designed to evoke a powerful emotional response.		
Opt	cions:	
	Startling statement	
	Indirect statement.	
	Direct statement	
	Straight statement	
Question: All of the following are the tools for getting audience attention, except: Options:		
_		

	Startling statement	
	Stories	
	Rhetorical questions	
	Conclusion	
Question: Deductive and inductive are the types of order. Options:		
	Spatial	
C	Chronological	
0	Topical	
	Logical	
Question: In which speech, speaker does not have time to analyze the audience Options:		
	Manuscript	
	Memorized	
	Impromptu	
	Extemporaneous	

Question:	
If your objective is to train a new computer consultant, what will be your general goal or general purpose	
	tions:
	To inform
0	To persuade
	To teach
	To entertain
	ch of the following statement explains mediated communication?
Opt	tions:
	Mediated communication occurs when two (or a few) people use loud speaker to
	Mediated communication occurs when two (or a few) people use some
	Mediated communication occurs when people try to communicate at mass level.
	Mediated communication occurs when a group of people uses email to send a
Whe	estion: en superiors provide directions to their subordinates regarding what to do, this is known as a type of communication.
Opt	tions:
	Upward
	Horizontal
	Downward

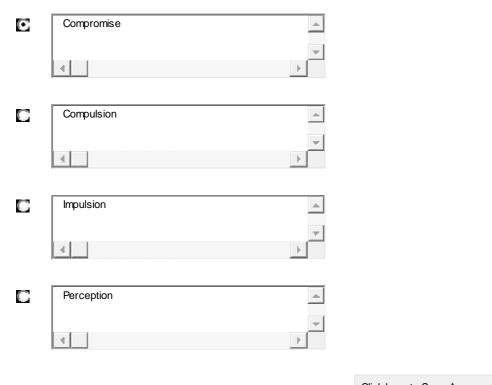
C	Lateral
Afte	stion: r listening to Ayesha's long speech, Beenish told her what she understood from her long talk. Which of listening it is?
Opt	ions:
	Empathic listening
	Critical listening
	Active listening
	Preferential listening
	stion: n working to create and maintain a favorable relationship with a receiver, a sender should:
Opt	ions:
	Do just what the receiver expects.
	Impress the receiver by using technical terms.
	Stress mutual interests and benefits.
	Use positive wording.
If a r	stion: nanager asks his assistant to compile a report on the overall performance of the department, which is of communication it, will be? ions:
Opt	IUIIS.

	Upward communication
0	Intrapersonal communication
0	Downward communication
0	Lateral communication
-	stion: ting stage starts after
Opt	ions:
	Planning
	Organizing
	Both 1and 2
0	None
-	stion: ch is NOT true for creating effective opening paragraph?
Opti	ons:
0	Keep the beginning paragraph fairly short.
	Use a you-viewpoint in the opening
0	Make sure the beginning is appropriate for the reader
	Don't consider your reader

-	estion: ing paragraph provides you the opportunity to
Op	tions:
	Concentrate on the action you desire the reader to
	Show courtesy towards the reader.
	Both 1 and 2
	None of above
-	estion: ing paragraph provides you the opportunity to
Opt	ions:
	Concentrate on the action you desire the reader to
	Show courtesy towards the reader.
	Both 1 and 2
	None of above
Aud	estion: lience information i.e. age, gender, education, occupation and socioeconomic status falls into the egory:
Opt	ions:
	Demographic factors
	Psychographic factors
0	Geographic factors

All of the given options	
Question: Generally there are kinds of newspaper indexes	
Options:	
Three	
Four	
Five	
None of the given options.	
All of the following are achieved by adopting audience centered tone in a disapport message, EXCEPT:	inting news
BC080400849 : Nimra Qamar	Time Left 88 sec(s)
Quiz Start Time: 09:15 PM	
Question # 2 of 10 (Start time: 09:16:53 PM)	Total Marks: 1
is often regarded as an undesirable thing, which prevent being adopted.	s the best ideas from
semb and break.	

Select correct option:



Click here to Save Answer & Move to Next Question

BC080400849: Nimra Qamar

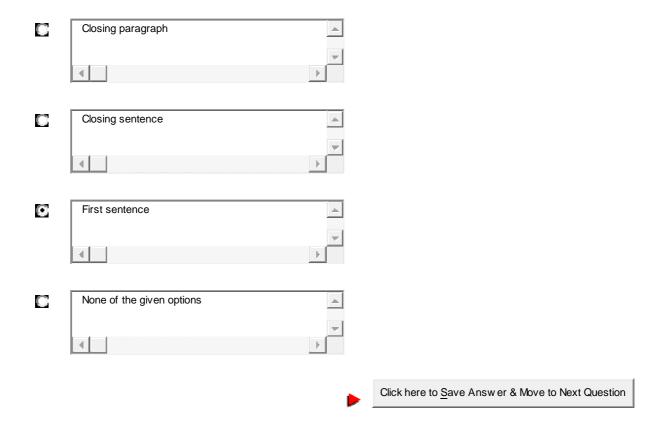
Time Left sec(s)

Quiz Start Time: 09:15 PM

Question # 3 of 10 (Start time: 09:18:01 PM)

Total Marks: 1

In a direct request letter, request can be presented in:



Time Left $\frac{89}{\text{sec(s)}}$

Quiz Start Time: 09:15 PM

Question # 4 of 10 (Start time: 09:19:10 PM)

Total Marks: 1

Which of the following is NOT among the drawbacks of using computerized design programs?



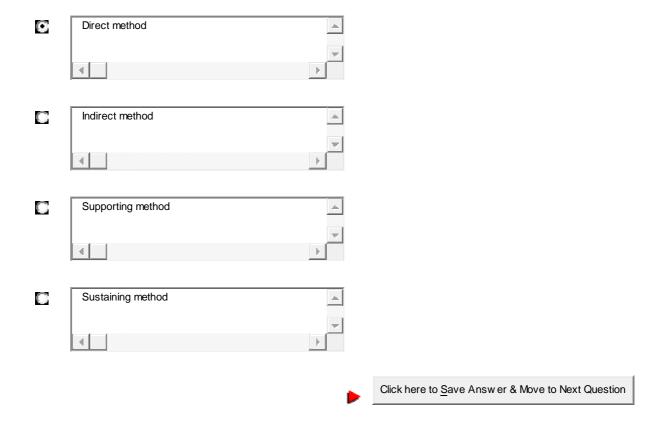
Time Left $\frac{88}{\text{sec(s)}}$

Quiz Start Time: 09:15 PM

Question # 5 of 10 (Start time: 09:20:28 PM)

Total Marks: 1

Which of the following method is generally preferred when presenting positive or good-news information?



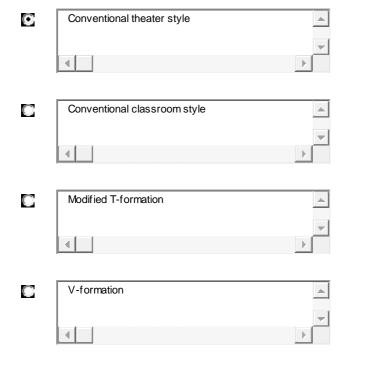
Time Left $\frac{88}{\text{sec(s)}}$

Quiz Start Time: 09:15 PM

Question # 6 of 10 (Start time: 09:21:12 PM)

Total Marks: 1

Which one of the following seating is most common for proactive presentation delivered to large audiences?



Click here to Save Answer & Move to Next Question

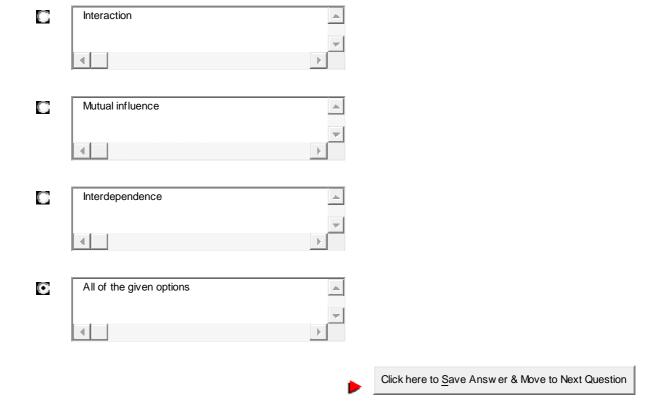
BC080400849: Nimra Qamar

Time Left $\frac{79}{\text{sec(s)}}$

Quiz Start Time: 09:15 PM

Question # 7 of 10 (Start time: 09:22:31 PM) Total Marks: 1

Which of the following are central features of a group?

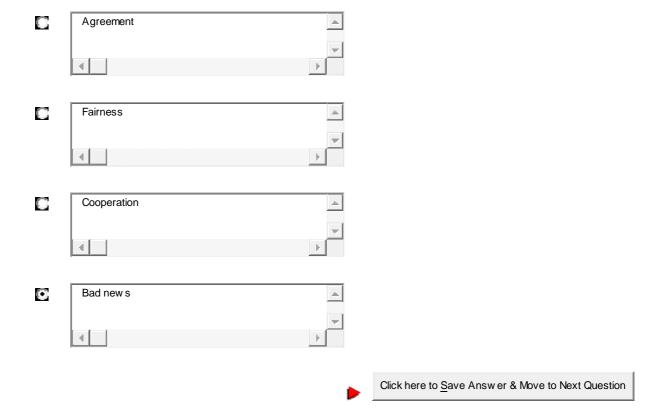


Time Left $\frac{88}{\text{sec(s)}}$

Quiz Start Time: 09:15 PM

Question # 8 of 10 (Start time: 09:23:41 PM) Total Marks: 1

All of the following are the different types of Buffer EXCEPT:



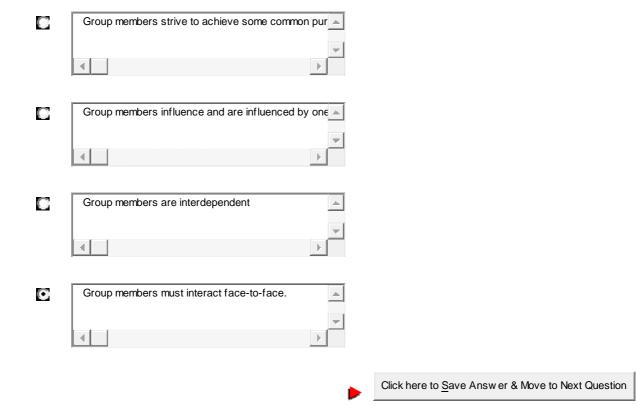
Time Left $\frac{87}{\text{sec(s)}}$

Total Marks: 1

Quiz Start Time: 09:15 PM

Question # 9 of 10 (Start time: 09:24:13 PM)

All of the following statements about groups are true, EXCEPT:



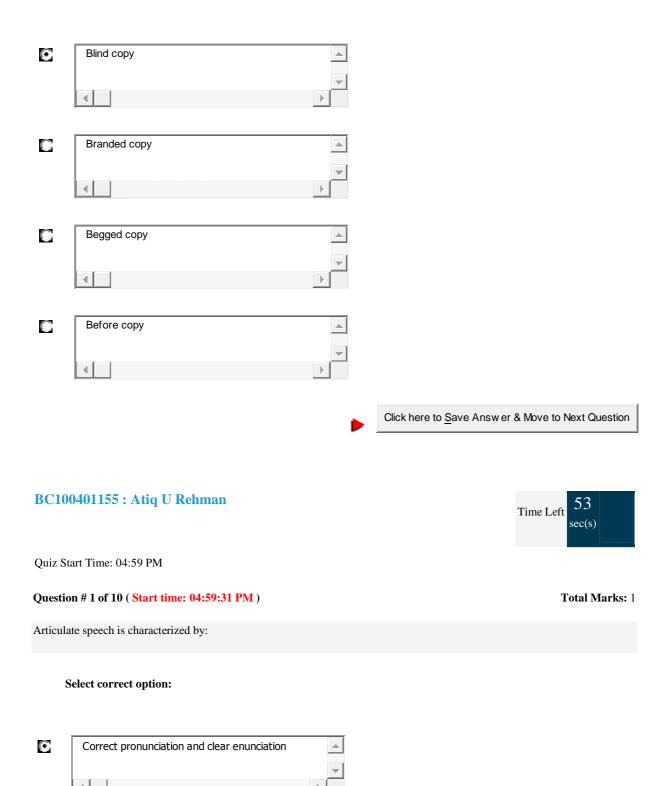
Time Left $\frac{88}{\text{sec(s)}}$

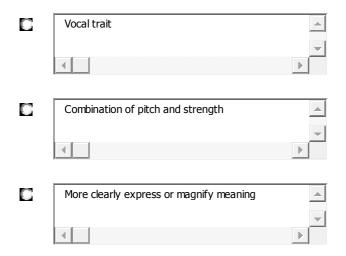
Quiz Start Time: 09:15 PM

Question # 10 of 10 (Start time: 09:25:20 PM)

Total Marks: 1

Bc is an abbreviation of which of the following?





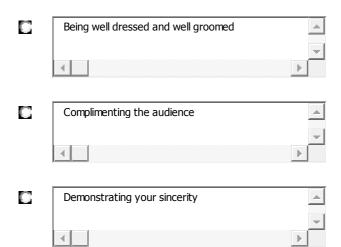


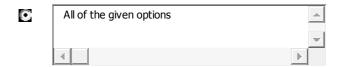
Quiz Start Time: 04:59 PM

Question # 2 of 10 (Start time: 05:00:34 PM)

Total Marks: 1

How can the credibility of a presenter be increased?







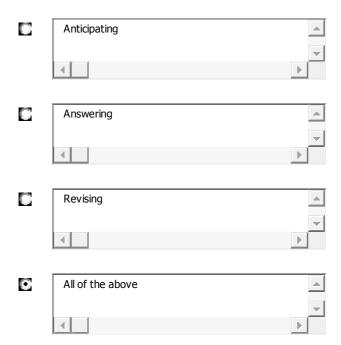
Quiz Start Time: 04:59 PM

Question # 3 of 10 (Start time: 05:02:00 PM)

Total Marks: 1

A presenter can prepare effective responses by which of the following?

Select correct option:



BC100401155: Atiq U Rehman

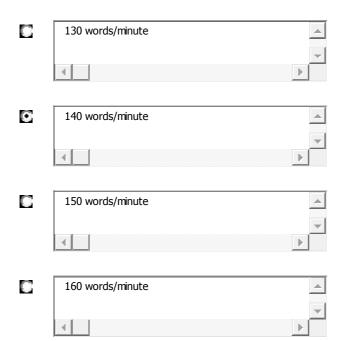


Question # 4 of 10 (Start time: 05:03:29 PM)

Total Marks: 1

What is the average rate of speech?

Select correct option:



BC100401155: Atiq U Rehman

Time Left sec(s)

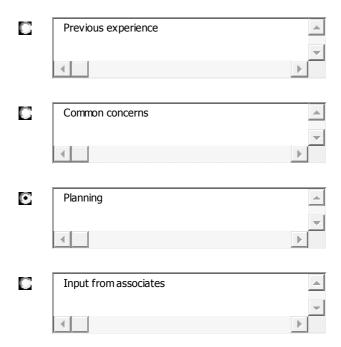
Quiz Start Time: 04:59 PM

Question # 5 of 10 (Start time: 05:04:42 PM)

Total Marks: 1

Which of the following option of anticipating part of speech can reveal questions and concerns that may be raised during presentation?

Select correct option:



BC100401155: Atiq U Rehman

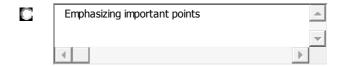


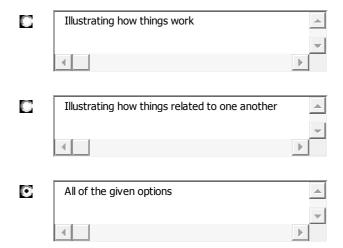
Quiz Start Time: 04:59 PM

Question # 6 of 10 (Start time: 05:06:13 PM)

Total Marks: 1

Visual aids perform which of the following functions?





Click here to $\underline{\mathbf{S}}$ ave Answer & Move to Next Question

BC100401155: Atiq U Rehman

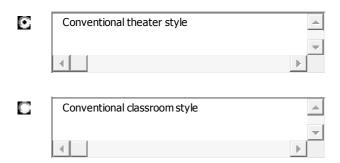


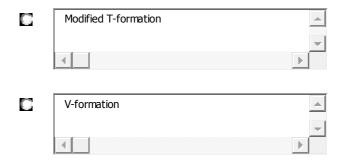
Quiz Start Time: 04:59 PM

Question #7 of 10 (Start time: 05:07:19 PM)

Total Marks: 1

Which one of the following seating is most common for proactive presentation delivered to large audiences?





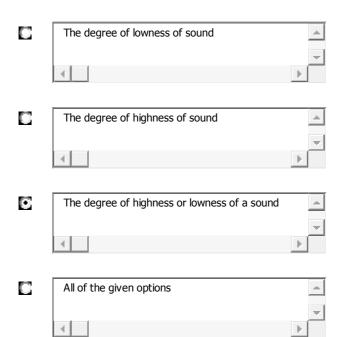
Time Left sec(s)

Quiz Start Time: 04:59 PM

Question #8 of 10 (Start time: 05:08:29 PM)

Total Marks: 1

The term pitch refers which of the following?



Time Left sec(s)

Quiz Start Time: 04:59 PM

Question # 9 of 10 (Start time: 05:09:15 PM)

Total Marks: 1

When considering objects or models as visual aids, the presenter should consider which of the following point?

Select correct option:

	Objects and models are too big to use in a prese	ntat
	1	▼ ▶
0	Audience-members can easily learn as much from	n otł 📥
	1	₩
	The object or model needs to be passed around	the 📥
	1	▶
	There are situations in which the object being dis	scus: 📥
	4	V

Click here to $\underline{\mathbf{S}}$ ave Answer & Move to Next Question

BC100401155: Atiq U Rehman

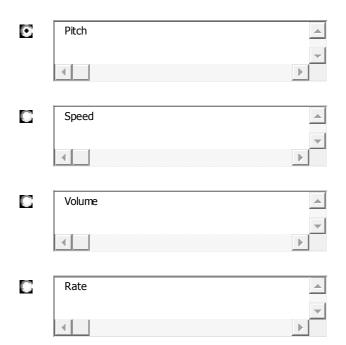
Time Left sec(s)

Question # 10 of 10 (Start time: 05:10:01 PM)

Total Marks: 1

Which of the following refers to the degree of highness or lowness of a sound?

Select correct option:



Click here to Save Answer & Move to Next Question

Quiz Start Time: 09:43 PM Time Left 88

sec(s)

Question # 1 of 10 (Start time: 09:43:27 PM) Total Marks: 1

Which of the following refers to the degree of highness or lowness of a sound?
Select correct option:
Pitch (Ans)
Speed
Volume
Rate
Quiz Start Time: 09:43 PM Time Left 80
sec(s)
Question # 2 of 10 (Start time: 09:43:50 PM) Total Marks: 1
With a limited time frame available for presentation, the Q & A session is conducted:
Select correct option:
At the end of a presentation
During a presentation
Before a presentation
Not at all

Quiz Start Time: 09:43 PM Time Left 61

Question # 3 of 10 (Star	t time: 09:44:18 PM) Total Marks: 1
Fillers	the continuity of communication.
Select correct option:	
Develop	
Emphasize	
Interrupt	
Build up	
Quiz Start Time: 09:43 P	M Time Left 71
sec(s)	
Question # 4 of 10 (Star	t time: 09:45:20 PM) Total Marks: 1
Which one of the follow presentations that last le	ing seating is the least comfortable for an audience, especially for onger than an hour?
Select correct option:	
U-formation	
Modified T-formation	
Conventional classroom	ı style
Conventional theater st	<mark>yle</mark>

sec(s)

Quiz Start Time: 09:43 PM Time Left 72
sec(s)
Question # 5 of 10 (Start time: 09:45:52 PM) Total Marks: 1
A facial expression that reveals anxiety on speaker's face causes an audience to feel:
Select correct option:
Relaxed
Anxious and uneasy
Confident
Sleepy
Quiz Start Time: 09:43 PM Time Left 71
sec(s)
Question # 6 of 10 (Start time: 09:46:21 PM) Total Marks: 1
Which of the following is the appropriate response to a comment of agreement?
Select correct option:
I agree with it.

That's a very good point
Thank you
That's not right
Quiz Start Time: 09:43 PM Time Left 64
sec(s)
Question # 7 of 10 (Start time: 09:46:54 PM) Total Marks: 1
Which of the following is the skill of speaking in distinct syllables?
Select correct option:
<u>Articulation</u>
Fillers
Fillers
Fillers Inflection
Fillers Inflection
Fillers Inflection
Fillers Inflection Monotone delivery
Fillers Inflection Monotone delivery Quiz Start Time: 09:43 PM Time Left 80
Fillers Inflection Monotone delivery Quiz Start Time: 09:43 PM Time Left 80

A presenter who consistently speaks at a rapid rate may be perceived as:

Select correct option:
To be nervous
Impatient
Hurried
All of above
Quiz Start Time: 09:43 PM Time Left 73 sec(s)
Question # 9 of 10 (Start time: 09:48:02 PM) Total Marks: 1
When does a presentation begin?
Select correct option:
The moment you begin speaking.
The moment you are asked to give a presentation.
The moment you are in view of your listeners.
The moment you decide on a topic for your presentation.

Quiz Start Time: 09:43 PM Time Left 74 sec(s)

Question # 10 of 10 (Start time: 09:48:32 PM) Total Marks: 1

In a comfortable setting, people in the audience can do all of the following, EXCEPT:

Select correct option:

See clearly

Hear on edge

Sit comfortably

Focus attentively