



MCM301- Communication skills

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A mega File for MiD Term Papers & Quizzes

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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

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:

- ▶ 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?

- ▶ 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 convey?

- ▶ 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

_____ A 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

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

The sender analyzes the receiver's knowledge so that the he/she could:

- ▶ 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 sound of the speaker's voice?

- ▶ 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

Which of the following describes nonverbal communication?

- ▶ 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

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

- ▶ 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?

- It concerns your reactions to the other person.
- **It deals with the psycho-social "where" you are communicating.**
- 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

of the following are the levels of communication, except:

All

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

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**

Question No: 29 (Marks: 1) - Please choose one

Intrapersonal communication includes:

- What we think

► Way we think

► Way we communicate with ourselves

► All of the given options

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

► Computer conferencing

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 your conversation. What would you call it?

- **Physical noise**

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

How many components does self-concept have?

- **Two**
- 5
- 4
- 3

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

What do we call the process to transmit the message?

- **Send**

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

In standard vocabulary words having more than one meaning are known as:

- **Equivocal terms**

- Jargon
- Trigger words
- Biased language

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

Which of the following statement explains 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 message**
- Mediated communication occurs when people try to communicate at mass level.
- Mediated communication occurs when a group of 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

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- 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 very 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 process 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 convey?

- 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

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- Size of audience
- **Duration of audience**
- 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 than 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
- **Information 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: 1

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

Select correct option:

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

Question # 2 of 20 (**Start time: 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)

Total Marks: 1

_____ 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:

- 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?

Select correct option:

- 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:

Select correct option:

- 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)

Total Marks: 1

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)

Total Marks: 1

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

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

Select correct option:

- Spatial
- Chronological
- Topical
- **Deductive**

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.

Select correct option:

- 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:

Select correct option:

- 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:

Listening

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

Journals

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

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:

Listening

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

Question:

Intrapersonal communication processes depend upon communicators''

Options:

- Frame of reference
- Creativity
- Self-talk
- All of the above.**

Question:

If a person is communicating with his friend on telephone then it will be:

Options:

- Intrapersonal communication
- Mass communication
- Mass communication**
- None of the above

Question:

Which one of the following statement is correct about communication?

Options:

- 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?

Options:

- 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.

Question:

Which one of the following is a mass medium of communication?

Options:

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?

Options:

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.

Options:

- 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

Options:

- 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:

Options:

- Equivocal terms
- Jargon**
- Trigger words
- Biased language

Question:

A thesis statement is a _____ in sentence form

Options:

- Declarative statement**

- Direct statement
- Indirect statement
- Straight statement

Question:

_____ is a sentence that does not express the feeling, conditions, opinions and attitude.

Options:

- Thesis statement.
- Indirect statement
- Direct statement
- Straight statement**

Question:

A _____ is a strong statement designed to evoke a powerful emotional response.

Options:

- 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
- Chronological
- 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

Options:

- To inform**
- To persuade
- To teach
- To entertain

Question:

Which of the following statement explains mediated communication?

Options:

- 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

Question:

When superiors provide directions to their subordinates regarding what to do, this is known as a type of _____ communication.

Options:

- Upward
- Horizontal
- Downward**

- Lateral

Question:

After listening to Ayesha's long speech, Beenish told her what she understood from her long talk. Which form of listening it is?

Options:

- Empathic listening
- Critical listening
- Active listening**
- Preferential listening

Question:

When working to create and maintain a favorable relationship with a receiver, a sender should:

Options:

- Do just what the receiver expects.
- Impress the receiver by using technical terms.
- Stress mutual interests and benefits.
- Use positive wording.**

Question:

If a manager asks his assistant to compile a report on the overall performance of the department, which forms of communication it, will be?

Options:

- Upward communication
- Intrapersonal communication
- Downward communication**
- Lateral communication

Question:

Drafting stage starts after

Options:

- Planning
- Organizing
- Both 1 and 2**
- None

Question:

Which is NOT true for creating effective opening paragraph?

Options:

- Keep the beginning paragraph fairly short.
- Use a you-viewpoint in the opening
- Make sure the beginning is appropriate for the reader
- Don't consider your reader**

Question:

Ending paragraph provides you the opportunity to

Options:

- Concentrate on the action you desire the reader to
- Show courtesy towards the reader.
- Both 1 and 2**
- None of above

Question:

Ending paragraph provides you the opportunity to

Options:

- Concentrate on the action you desire the reader to
- Show courtesy towards the reader.
- Both 1 and 2**
- None of above

Question:

Audience information i.e. age, gender, education, occupation and socioeconomic status falls into the category:

Options:

- Demographic factors**
- Psychographic factors
- 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 disappointing news message, EXCEPT:

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 prevents the best ideas from being adopted.

▶ Select correct option:

▶ [Click here to Save Answer & Move to Next Question](#)

BC080400849 : Nimra Qamar

Time Left **88** 
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:

▶ Select correct option:

Closing paragraph Closing sentence First sentence None of the given options

 [Click here to Save Answer & Move to Next Question](#)

BC080400849 : Nimra Qamar


Time Left **89** 
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?


 Select correct option:

Poorly conceived messages


Simplistic presentations

Design over content

Overly complex presentations

 [Click here to Save Answer & Move to Next Question](#)

BC080400849 : Nimra Qamar


Time Left **88** 
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?


 Select correct option:

Direct method


Indirect method

Supporting method

Sustaining method

 [Click here to Save Answer & Move to Next Question](#)

BC080400849 : Nimra Qamar


Time Left **88** 
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?


 Select correct option:

Conventional theater style


Conventional classroom style

Modified T-formation

V-formation

 [Click here to Save Answer & Move to Next Question](#)

BC080400849 : Nimra Qamar


Time Left **79** 
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?


 Select correct option:

Interaction


Mutual influence

Interdependence

All of the given options

 [Click here to Save Answer & Move to Next Question](#)

BC080400849 : Nimra Qamar


Time Left **88** 
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:


 Select correct option:

Agreement


Fairness

Cooperation

Bad new s

 [Click here to Save Answer & Move to Next Question](#)

BC080400849 : Nimra Qamar

Time Left **87** 
sec(s)

Quiz Start Time: 09:15 PM

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

Total Marks: 1

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


 Select correct option:

Group members strive to achieve some common pur


Group members influence and are influenced by one

Group members are interdependent

Group members must interact face-to-face.

 [Click here to Save Answer & Move to Next Question](#)

BC080400849 : Nimra Qamar


Time Left **88** 
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?


 Select correct option:

Blind copy

Branded copy

Begged copy

Before copy

 [Click here to Save Answer & Move to Next Question](#)

BC100401155 : Atiq U Rehman

Time Left **53**
sec(s)

Quiz Start Time: 04:59 PM

Question # 1 of 10 (Start time: 04:59:31 PM)

Total Marks: 1

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

BC100401155 : Atiq U Rehman

Time Left **13**
sec(s)

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?

Select correct option:

Being well dressed and well groomed

Complimenting the audience

Demonstrating your sincerity

All of the given options

BC100401155 : Atiq U Rehman

Time Left 46 sec(s)

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:

Anticipating

Answering

Revising

All of the above

BC100401155 : Atiq U Rehman

Time Left 62 sec(s)

Quiz Start Time: 04:59 PM

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

Total Marks: 1

What is the average rate of speech?

Select correct option:

130 words/minute

140 words/minute

150 words/minute

160 words/minute

BC100401155 : Atiq U Rehman

Time Left **22**
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:

Previous experience

Common concerns

Planning

Input from associates

BC100401155 : Atiq U Rehman

Time Left **38**
sec(s)

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?

Select correct option:

Emphasizing important points

Illustrating how things work

Illustrating how things related to one another

All of the given options

[Click here to Save Answer & Move to Next Question](#)

BC100401155 : Atiq U Rehman

Time Left **32**
sec(s)

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?

Select correct option:

Conventional theater style

Conventional classroom style

Modified T-formation

V-formation

BC100401155 : Atiq U Rehman

Time Left **65**
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?

Select correct option:

The degree of lowness of sound

The degree of highness of sound

The degree of highness or lowness of a sound

All of the given options

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 presentat

Audience-members can easily learn as much from oth

The object or model needs to be passed around the

There are situations in which the object being discus

[Click here to Save Answer & Move to Next Question](#)

Quiz Start Time: 04:59 PM

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:

Pitch

Speed

Volume

Rate

[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

sec(s)

Question # 3 of 10 (Start 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 PM Time Left 71

sec(s)

Question # 4 of 10 (Start time: 09:45:20 PM) Total Marks: 1

Which one of the following seating is the least comfortable for an audience, especially for presentations that last longer than an hour?

Select correct option:

U-formation

Modified T-formation

Conventional classroom style

Conventional theater style

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:

Articulation

Fillers

Inflection

Monotone delivery

Quiz Start Time: 09:43 PM Time Left 80

sec(s)

Question # 8 of 10 (Start time: 09:47:38 PM) Total Marks: 1

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