

Communication Skills

1). Choose the correct context of the given expression in group discussion. "Excuse me, I would _____".

- (A) interrupting
- (B) agreeing
- (C) summarizing
- (D) emphasizing a point

Correct Answer : A

2). Which one is NOT a part of Triple 'A' listening?

- (A) Anxiety
- (B) Attitude
- (C) Attention
- (D) Adjustment

Correct Answer : A

3). Noise, physical discomfort of hotness or coldness comes under _____.

- (A) culture barrier
- (B) language barrier
- (C) perception barrier
- (D) environment barrier

Correct Answer : D

4). Which one is a Do's in interview etiquette?

- (A) Dress too casually
- (B) Lie about abilities to get job
- (C) Be confident
- (D) Too excessive in gesture

Correct Answer : C

5). When you send your resume through email, you are sending it in the form of _____.

- (A) drive
- (B) attachment
- (C) marked text
- (D) cookie advertisement

Correct Answer : B

6). Goals are categorized as _____.

- (A) good and bad
- (B) inner and outer
- (C) intrinsic and extrinsic
- (D) short-term and long-term

Correct Answer : D

7). Gesture "biting nails" shows _____.

- (A) boredom
- (B) insecurity
- (C) confidence
- (D) defensiveness

Correct Answer : B

8). Which of these is not an online job search platform?

- (A) Indeed
- (B) Glassdoor
- (C) Snapchat
- (D) LinkedIn

Correct Answer : C

9). A good way to respond to the question 'Shall we start the discussion?' is _____.

- (A) To conclude
- (B) But, don't you think?
- (C) Yes, let's start.
- (D) To sum up

Correct Answer : C

10). Listening to Railway or Flight announcement, teacher's lecture comes under _____.

- (A) critical listening
- (B) appreciative listening
- (C) therapeutic listening
- (D) comprehensive listening

Correct Answer : D

11). For "SMART" Goal, S stands for _____.

- (A) Social
- (B) Scientific
- (C) Specific
- (D) Strength

Correct Answer : C

12). Which one is a "Do's" for interview etiquette?

- (A) Nervousness
- (B) Informal dress
- (C) Calm approach

(D) Excessive gesture

Correct Answer : C

13). Which one is NOT a benefit of oral communication?

(A) It is quick

(B) It is for record

(C) It is direct

(D) Feedback is immediate

Correct Answer : B

14). Which one is a "don't" in interview etiquette?

(A) Be confident

(B) Dress appropriately

(C) Proper eye contact

(D) Lie about your abilities to get job

Correct Answer : D

15). Which one is a barrier to speaking?

(A) Poor listening

(B) Lack of time

(C) Nervousness

(D) Reluctant to read

Correct Answer : C

16). Intrinsic motivation is _____.

(A) short lived

(B) long lasting

(C) for money or reward

(D) to gain social acceptance

Correct Answer : B

17). An angry person's body language will be _____.

(A) calm

(B) friendly

(C) aggressive

(D) relaxed and soothing

Correct Answer : C

18). Communication that involves exchanging information without use of words is called _____.

(A) verbal communication

(B) pictorial communication

(C) written communication

(D) non verbal communication

Correct Answer : D

19). Which one of these phrases is not related to a telephone call?

(A) Make up

(B) Pick up

(C) Hold on

(D) Call back

Correct Answer : A

20). Which one is NOT an element of 3P's of public speaking?

(A) Prepare

(B) Practice

(C) Posses

(D) Perform

Correct Answer : C

21). Which one is 3P's of public speaking?

(A) Possess, Present, Practice

(B) Prepare, Practice, Perform

(C) Publish, Pleasant, Perfect

(D) Perfection, Performance, Painsstaking

Correct Answer : B

22). The study of right and wrong in human endeavors is called _____.

(A) motivation

(B) self awareness

(C) ethics

(D) goal

Correct Answer : C

23). Which one is NOT a part of Triple 'A' listening?

(A) Anxiety

(B) Attitude

(C) Attention

(D) Adjustment

Correct Answer : A

24). Noise, physical discomfort of hotness or coldness comes under _____.

(A) culture barrier

(B) language barrier

(C) perception barrier

(D) environment barrier

Correct Answer : D

25). Which one is a good communication?

(A) Message is clear and direct

(B) Message is ambiguous

(C) Sender attacks receiver

(D) Receiver doesn't listen to sender

Correct Answer : A

