

Question	Option1	Option2	Option3	Option4	CorrectAnswers
Which of the following is the essence of effective communication?	Message	Feedback	Encoding	Decoding	2
Which of the options is incorrect about the sentence: The latin word 'Communis' means....	to share	to give	to impart	to argue	4
.....is the main component of communication process that helps the sender to analyse the efficacy of the message.	Medium	Feedback	Receiver	Message	2
Which of the following is not a psychological barrier?	Prejudice	Poor retention	Dialectical difference	Closed mind	1
Communication barriers are.....	A receiver's response to a message.	Avenues through which messages are delivered.	Obstacles that interfere with the understanding of a message.	The circumstances under which communication takes place.	3
.....is an ability to remember forms (letters) and sequences of forms (words) and recognize them quickly when seen again.	Visual discrimination	Visual closure	Visual sequencing	Visual memory	4
Which statement is not correct about 'prejudices':	Prejudices are the result of person's past experience with audience	All prejudices always involve a negative characteristics.	Prejudices influence communication.	Culture can be the sources of making one prejudiced.	2
The communication in which 'deeper message within message' can be uncovered and understood is called as .....	Symbolic Communication	Visual Communication	Meta Communication	Digital Communication	3

.....means the position in which you hold your body when standing or sitting.	Gesture	Posture	Proxemics	Chronemics	2
Which of the following is not one of the distant zones that are studied in Proxemics?	Individual	Personal	Social	Public	1
Which of the following is true about the term 'Thinkers' in four basic communication styles?	Filter for feeling and respond assertively.	Filter for facts and respond assertively.	Filter for feelings and respond by probing.	Filter for facts and respond by probing.	4
Companies gain the edge when, in addition to having an educated workforce, employees have high self-esteem shown by all of the below behavior <u>except</u> :	Being creative an innovative.	Trusting one's own capabilities.	Taking personal responsibility for problems.	A feeling of dependency on the leadership for direction.	4
Which of these should be avoided in pre-listening analysis?	Mental discipline	Concentration	Prejudices	Patience	3
If a writer is not following the rules of punctuation, he is poor in.....	Syntax	Mechanics	Word selection	Organisation	2
When an employer asks "Tell me about yourself," what kind of information should you include?	Information completely different from what is on your resume	Information related to the job	Information about your personal life (ex. your favorite color)	Information about how much you want a different job than the one you are interviewing for	2
While attending a telephonic interview, one should follow all of the following except:	Speak slowly and clearly	Use of slang should be avoided	Take notes during the interview	Try to be more familiar and friendly with the recruiter to impress them.	4
To select the content of your presentation, you should know:	your purpose	the time limit	the audience's needs	the available material	3
The best way to apply for a job is to submit a résumé that is:	self-recommending	suitable for any job	specifically written for that particular job	full of personal information	3

A summary placed at the beginning of the CV acts as a:	preface	statement of objectives	letter of recommendation	synopsis	1
When is the worst time to break into a discussion?	After a gap of a minute	When one person is talking	When two or three people are talking simultaneously	When there is less time left	3
All of the following given are the negative traits of a participant in group discussion except:	Intolerance	Rigidity	Incoherence	Flexibility	4
Effective communication needs a supportive -	economic environment	political environment	social environment	multicultural environment	3
Non-verbal message interpretation largely.....	Depends upon cultural context	Depends upon physical context	Depends upon noise level	Varies from person to person	1
The competency of an effective communicator can be judged on the basis of:	Personality of communicator	Experience in the field	Interactivity with target audience	Meeting the needs of target audience	4
Which of the three components are parts of the human communication process?	Message, recording and feedback	Noise, feedback and jargon	Message, noise and feedback	Feedback, message and critiquing	3