

Question # 3 of 10 (Start time: 03:36:03 PM, 19 May 2021)

The essence of decision making is _____

Select the correct option

☐	Problem solving
☐	Choosing between alternatives
☐	Developing alternative courses of action
☐	Monitoring

waqasahmeduog@gmail.com
Subscribe My Youtube Channal
VU KMS

Question # 1 of 10 (Start time: 06:00:22 PM, 19 May 2021)

Total Marks: 1

A good oral presenter often _____.

Select the correct option :



patronizes his audience



speaks up or down to his audience



cares about his personal grooming



knows the age, education and interests of his audience

waqasahmeduog@gmail.com

Subscribe My Youtube Channal

VU KMS

Question # 3 of 10 (Start time: 06:01:58 PM, 19 May 2021)

Total Marks: 1

In your job interview, don't complain about previous jobs or former.....

Select the correct option



mayors



visitors



activists



employers

waqasahmeduog@gmail.com
Subscribe My Youtube Channal
VU KMS

Question # 4 of 10 (Start time: 06:03:00 PM, 19 May 2021)

Total Marks: 1

It has been stated that the world of Communication is the world of

Select the correct option



imagination



planning



action



coordination

waqasahmeduog@gmail.com

Subscribe My Youtube Channal

VU KMS

Question # 6 of 10 (Start time: 06:04:35 PM, 10 May 2021)

Total Marks: 1

What kind of paper should be used for a Conventional Résumé?

Select the correct option



Pink



Gold



White

waqasahmeduog@gmail.com

Subscribe My Youtube Channal

VU KMS



Canary

Question # 7 of 10 (Start time: 06:05:55 PM, 19 May 2021)

Total Marks: 1

Communication is considered effective when it achieves
..... from the receiver.

waqasahmeduog@gmail.com
Subscribe My Youtube Channal
VU KMS

Select the correct option.

☐ desired goals and objectives☐ incentives☐ investment☐ action

Question # 8 of 10 (Start time: 06:07:42 PM, 19 May 2021)

Total Marks: 1

The audience's needs can be determined by assessing their expertise and their purpose in reading the document.

Select the correct option

False



True



Question # 9 of 10 (Start time: 06:04:59 PM, 19 May 2021)

Total Marks: 1

General experts possess extensive knowledge about a field in _____.

Select the correct option

☐ particular☐ general☐ both of the abovewaqasahmeduog@gmail.com

Subscribe My Youtube Channal

VU KMS

☐ none of the above

Question # 2 of 10 (Start time: 04:55:41 PM, 19 May 2021)

Total Marks: 3

It's getting very late.....

Select the correct option



I'll have to speed you



I'll have to accelerate you



I'll have to hurry



I'll have to push you

waqasahmeduog@gmail.com
Subscribe My Youtube Channal

VU KMS

Question 9 of 10 (Start time: 04:56:43 PM, 10 May 2021)

Total Marks: 1

As a business manager, you must have the ability to communicate if you want -----.

Select the correct option:



incentives



bonus



promotion



demotion

waqasahmeduog@gmail.com
Subscribe My Youtube Channal
VU KMS

Question # 6 of 10 (Steel timer: 04:59:04 PM, 19 May 2021)

Total Marks: 1

Technicians are a type of audience_____.

waqasahmeduog@gmail.com
Subscribe My Youtube Channal
VU KMS

Select the correct option

- ☐ that operate with the computer you are writing with
- ☐ with highly technical knowledge
- ☐ who like to read
- ☐ with typical opinions regarding the writing

Question # 7 of 10 | Start time: 05:00:25 PM, 19 May 2021 |

Total Marks: 1

Revision is a chance for you to look critically at a document

Select the correct option



if it's really worth saying



if it says what you wanted to say



if a reader will understand what you're saying



All of the given options

waqasahmeduog@gmail.com
Subscribe My Youtube Channal

VU KMS

Question # 8 of 10 [Start time: 05:01:27 PM, 19 May 2021]

Total Marks: 1

It is the _____ role to say how the organization, or some part, will act when confronted with a particular situation.

Select the correct option:

☐ advisor's☐ implementer's☐ decision maker's☐ all of the given options

waqasahmeduog@gmail.com
Subscribe My Youtube Channel

VU KMS

Question # 9 of 10 | Start time: 05:02:31 PM, 19 May 2021 |

Total Marks: 4

The oral communication is ----- in its nature and brings back immediate result.

Select the correct option



conventional



conversational

waqasahmeduog@gmail.com
Subscribe My Youtube Channal
VU KMS



communal



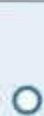
sensational

Question # 1 of 10 (Start time: 04:05:01 PM, 19 May 2021)

Total Marks: 1

Audience analysis is ----- in professional environment.

Select the correct option



vital

waqasahmeduog@gmail.com
Subscribe My Youtube Channal
VU KMS



futile



optional



compulsory

Question # 1 of 10 (Start time: 03:33:31 PM, 19 May 2021)

When asked to deliver a speech at the last moment, the type of delivery style you will use is _____

Select the correct option

☐	Memorization
☐	Manuscript
☐	Impromptu
☐	Extemporaneous

waqasahmeduog@gmail.com
Subscribe My Youtube Channal
VU KMS

Question # 2 of 10 (Start time: 04:05:47 PM, 19 May 2021)

Total Marks: 1

_____ possess extensive knowledge about a field in general, but might be unfamiliar with particular technical terms, or specific equipment related to your subject matter.

Select the correct option



specific experts



general experts

waqasahmeduog@gmail.com

Subscribe My Youtube Channal

VU KMS



subject specialists



None of the given options

Question # 2 of 10 (Start time: 03:34:50 PM, 19 May 2021)

Communication is effective when _____

not conform

Select the correct option



everyone agrees with you and your position

waqasahmeduog@gmail.com

Subscribe My Youtube Channal

VU KMS



it encourages a receiver to think in new ways



opinion is not included



it stimulates no action

Question # 3 of 10 (Start time: 04:06:35 PM, 19 May 2021)

Total Marks: 1

Oral presentations can be formal or informal, depending upon their _____ and _____ purposes and the delivery situation.

Select the correct option

☐

Explicit, implicit

waqasahmeduog@gmail.com
Subscribe My Youtube Channal
VU KMS

☐

Impromptu, extempore

☐

Educational, instrumental

☐

None of the given options

Question # 4 of 10 (Start time: 03:37:31 PM, 19 May 2021)

The concept of time is ——— specific.

Select the correct option

☐ space

waqasahmeduog@gmail.com
Subscribe My Youtube Channal
VU KMS

☐ location

☐ culture

☐ person

Question # 4 of 10 (Start time: 04:08:14 PM, 19 May 2021)

Total Marks: 1

You can 'Connect' to your audience in written correspondence by _____.

Select the correct option



visiting them personally



challenging them to a harder level of reading

waqasahmeduog@gmail.com

Subscribe My Youtube Channal

VU KMS



adding examples to help readers understand



writing in an unprofessional manner

Question # 5 of 10 (Start time: 03:38:31 PM, 19 May 2021)

Sandy learnt the whole speech then on the time of delivery she completely forgot her speech and stood speechless. So, what type of delivery mode is this?

Select the correct option

☐

Impromptu mode

☐

Memorized mode

☐

Extemporaneous mode

☐

Reading mode

waqasahmeduog@gmail.com
Subscribe My Youtube Channal
VU KMS

Question # 5 of 10 (Start time: 04:10:43 PM, 19 May 2021)

Total Marks: 1

Find the statement which is true of 'Oral Report'.

Select the correct option



It is can only be delivered around a small table.



It can only be delivered in a large auditorium.



It may be delivered around a small table or in a large auditorium.

waqasahmeduog@gmail.com
Subscribe My Youtube Channal
VU KMS



It can only be read.

Question # 6 of 10 (**Start time: 03:39:57 PM, 19 May 2021**)

'Procedures' and 'work plans' are the sections of _____

maybe

Select the correct option

☐

inquiry letters

☐

proposals

☐

job application letters

☐

resumes

Question # 6 of 10 (Start time: 04:12:18 PM, 19 May 2021)

Total Marks: 1

The man _____ my house was a cheat.

Select the correct option

☐

to who I sold

☐

to whom I sell

☐

to who I sell

☐

to whom I sold

waqasahmeduog@gmail.com

Subscribe My Youtube Channal

VU KMS

Question # 7 of 10 (**Start time: 03:41:38 PM, 19 May 2021**)

Appearance and clothes are important and highly visible part of ——— communication

Select the correct option

☐	Non-verbal
☐	Lateral
☐	Verbal
☐	Circular

waqasahmeduog@gmail.com
Subscribe My Youtube Channal
VU KMS

Question # 7 of 10 (Start time: 04:14:16 PM, 19 May 2021)

Total Marks: 1

Which of the three components is part of the human communication process?

Select the correct option



Feedback, message, critiquing



Message, recording, feedback



waqasahmeduog@gmail.com
Subscribe My Youtube Channal
VU KMS



Message, noise, feedback



Noise, feedback, jargon

Question # 8 of 10 (**Start time: 03:43:07 PM, 19 May 2021**)

Which of the following is not the purpose of an informative speech?

Select the correct option

☐

Explaining a concept

☐

Instructing an audience

☐

Describing an event

☐

Changing the attitudes

waqasahmeduog@gmail.com
Subscribe My Youtube Channal

VU KMS

Question # 8 of 10 (Start time: 04:15:02 PM, 19 May 2021)

Total Marks: 1

Which of the following skills make the oral communication effective?

Select the correct option

☐

Rehearsing & Delivery

☐

Outlining and planning

☐

Preparing overheads media

☐

All of the above

waqasahmeduog@gmail.com

Subscribe My Youtube Channal

VU KMS

Question # 9 of 10 (Start time: 03:44:30 PM, 19 May 2021)

are the type of readers who will be reading the written material after a week, month or year depending on the circulation of the document.

Select the correct option

☐

Phantom Readers

☐

Complex Readers

☐

Future Readers

☐

Passive Readers

waqasahmeduog@gmail.com

Subscribe My Youtube Channal

VU KMS

Question # 9 of 10 (Start time: 04:16:23 PM, 19 May 2021)

Total Marks: 1

Advisors provide information and advice for the

Select the correct option

☐

Decision makers

☐

Readers

☐

Implementers

☐

None of the given options

waqasahmeduog@gmail.com
Subscribe My Youtube Channal
VU KMS

Question # 10 of 10 (Start time: 04:18:39 PM, 19 May 2021)

Total Marks: 1

Choose the correct option from the following:

----- audience is a specified audience or demographic group for whom a message is designed.

Select the correct option



Common



Target

waqasahmeduog@gmail.com
Subscribe My Youtube Channal
VU KMS



Mass



All of the given options

Question # 10 of 10 (Start time: 03:45:46 PM, 19 May 2021)

Impromptu method of delivery is also called _____

Select the correct option



extemporaneous delivery method



off the cuff delivery method



memorization method of delivery



None of the given options

Question # 3 of 10 (Start time: 03:19:26 PM, 19 May 2021)

Total Marks: 1

To prohibit something is a/an _____ purpose of a business document.

Select the correct option



implicit



explicit



specific



hidden

VU KMS

waqasahmeduog@gmail.com

Subscribe my Channal **VU KMS**

Question # 4 of 10 (Start time: 03:20:36 PM, 19 May 2021)

Total Marks: 1

Feedback can come in the form of _____ .

Select the correct option



Pictures



symbols



verbal and non-verbal cues



All of the given options

VU KMS

waqasahmeduog@gmail.com

Subscribe my Channal **VU KMS**

Question # 6 of 10 (Start time: 03:23:03 PM, 19 May 2021)

Total Marks: 1

Informative speaking and persuasive speaking are examples of _____ presentation.

not conform

Select the correct option

☐ oral

VU KMS
waqasahmeduog@gmail.com
Subscribe my Channal VU KMS

☐ written

☐ formal

☐ informal

Question # 5 of 10 (Start time: 03:21:43 PM, 19 May 2021)

Total Marks: 1

Which type of language is used while talking to a friend?

Select the correct option

- | | |
|-----------------------|------------|
| ☐ | Formal |
| ☐ | Informal |
| ☐ | Semiformal |
| ☐ | Academic |

VU KMS

waqasahmeduog@gmail.com

Subscribe my Channal **VU KMS**

Question # 7 of 10 (Start time: 03:23:46 PM, 19 May 2021)

Total Marks: 1

Choose the correct option from the following:

An effective oral presentation is carefully planned with clear
----- in mind.

Select the correct option



Objectives



Goals



Targets



All of the given options

VU KMS

waqasahmeduog@gmail.com

Subscribe my Channal **VU KMS**

Question # 8 of 10 (Start time: 03:24:21 PM, 19 May 2021)

Total Marks: 1

Which of the following is synonymous to 'implicit'?

not sure

Select the correct option



unambiguous

VU KMS

waqasahmeduog@gmail.com

Subscribe my Channal VU KMS



hidden



precise



specific

Question # 8 of 10 (Start time: 03:24:21 PM, 19 May 2021)

Total Marks: 3

Which of the following is synonymous to 'implicit'?

Select the correct option :



unambiguous



hidden



precise

VU KMS

waqasahmeduog@gmail.com

Subscribe my Channal VU KMS



specific

Question # 10 of 10 (Start time: 03:27:10 PM, 19 May 2021)

Total Marks: 1

Effective business communication is not _____.

A ya D

Select the correct option



audience-focused



purpose-driven



writer-focused



concise

Question # 1 of 10 (Start time: 03:15:42 PM, 19 May 2021)

Total Marks: 1

Identify and label the type of audience:

_____ has the least technical knowledge and needs explanation.

Select the correct option



Manager



Technician

VU KMS

waqasahmeduog@gmail.com

Subscribe my Channal **VU KMS**

Layperson



Philosopher

Question # 2 of 10 (Start time: 03:17:55 PM, 19 May 2021)

Total Marks: 1

A _____ resume emphasizes the functions and tasks the applicant can perform.

Select the correct option

☐ functional

VU KMS

waqasahmeduog@gmail.com

Subscribe my Channel VU KMS

☐ conventional☐ nonconventional☐ professional

Question # 9 of 10 (Start time: 02:10:22 PM, 19 May 2021)

Total Marks: 1

Choose the correct option from the following:
It is important to target your audience by identifying-----.

Select the correct option:

☐

audience type

☐

the level of expertise

☐

audience purpose

☐

All of the given options

VU KMS

waqasahmeduog@gmail.com

Subscribe my Channal **VU KMS**

Question # 3 of 10 (Start time: 03:19:26 PM, 19 May 2021)

Total Marks: 1

To prohibit something is a/an _____ purpose of a business document.

Select the correct option

☐ implicit☐ explicit☐ specific☐ hidden**VU KMS**

waqasahmeduog@gmail.com

Subscribe my Channal **VU KMS**

Question # 4 of 10 (Start time: 03:28:09 PM, 10 May 2021)

Total Marks: 1

Feedback can come in the form of _____ .

Select the correct option

☐ Pictures☐ symbols☐ verbal and non-verbal cues☐ All of the given options**VU KMS**

waqasahmeduog@gmail.com

Subscribe my Channal **VU KMS**

Question # 6 of 10 (Start time: 03:23 03 PM, 19 May 2021)

Total Marks: 1

Informative speaking and persuasive speaking are examples of _____ presentation.

Select the correct option



oral

VU KMS

waqasahmeduog@gmail.com

Subscribe my Channal VU KMS

may be



written



formal



informal

Which type of language is used while talking to a friend?

Select the correct option

☐ Formal

☐ Informal

☐ Semiformal

☐ Academic

Question # 7 of 10 (Start time: 03:23:46 PM, 19 May 2021)

Total Marks: 1

Choose the correct option from the following:

An effective oral presentation is carefully planned with clear
----- in mind.

Select the correct option

☐ Objectives☐ Goals☐ Targets☐ All of the given options

VU KMS

waqasahmeduog@gmail.com

Subscribe my Channal VU KMS

Question # 8 of 10 (Start time: 03:24:31 PM, 19 May 2021)

Total Marks: 1

Which of the following is synonymous to 'implicit'?

Select the correct option



unambiguous

waqasahmeduog@gmail.com
Subscribe My Youtube Channal
VU KMS



hidden



precise



specific

Question # 8 of 10 (Start time: 03:24:31 PM, 19 May 2021)

Total Marks: 1

Which of the following is synonymous to 'implicit'?

Select the correct option

☐ unambiguous

☐ hidden

☐ precise

waqasahmeduog@gmail.com

Subscribe My Youtube Channal

VU KMS

☐ specific

Question # 10 of 10 (Start time: 03:27:10 PM, 19 May 2021)

Total Marks: 1

Effective business communication is not _____.

not conform

Select the correct option



audience-focused



purpose-driven



writer-focused



concise

waqasahmeduog@gmail.com

Subscribe My Youtube Channal

VU KMS

Question # 1 of 10 (Start time: 03:16:42 PM, 19 May 2021)

Total Marks: 1

Identify and label the type of audience:

_____ has the least technical knowledge and needs explanation.

Select the correct option



Manager



Technician

waqasahmeduog@gmail.com

Subscribe My Youtube Channal

VU KMS



Layperson



Philosopher

Question # 2 of 10 (Start time: 02:17:55 PM, 19 May 2021)

Total Marks: 1

A _____ resume emphasizes the functions and tasks the applicant can perform.

Select the correct option



functional



conventional

waqasahmeduog@gmail.com
Subscribe My Youtube Channal
VU KMS



nonconventional



professional

Question # 9 of 10 (Start time: 03:10:22 PM, 19 May 2021)

Total Marks: 1

Choose the correct option from the following:
It is important to target your audience by identifying-----.

Select the correct option



audience type



the level of expertise



audience purpose



All of the given option

waqasahmeduog@gmail.com
Subscribe My Youtube Channal

VU KMS