

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

Select the correct option

- | | | |
|-----------------------|-------------------------------|---|
| ☐ | Feedback, message, critiquing |  |
| ☐ | Noise, feedback, jargon | |
| ☐ | Message, noise, feedback | |
| ☐ | Message, recording, feedback | |

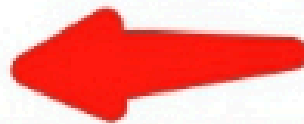
Identify and label the type of audience:

_____ has the least technical knowledge and needs explanation.

Select the correct option



Layperson



Technician



Philosopher



Manager

Creativity is a measure of your believability based on how much trust you evoke and how reliable you are.

Select the correct option

☐	True
☐	False

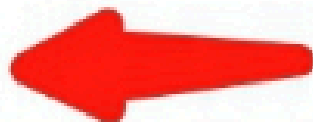


Click to Save Answer & Marked Next Question

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

Select the correct option

- ☐ if a reader will understand what you're saying
- ☐ if it says what you wanted to say
- ☒ All of the given options
- ☐ if it's really worth saying



Don't worry what other people think.....

Select the correct option

☐ just take no note of them

☐ just take no hint of them

☐ just take no notice of them



☐ just take no sign of them

Click to Save Answer & Move to Next Question

It is the _____ job to carry out the decisions that have been made.

Select the correct option



all of the given options



advisor's



implementer's



decision maker's

Impromptu method of delivery is also called

_____.

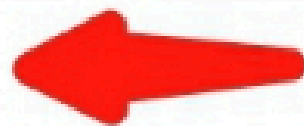
Select the correct option

☐ memorization method of delivery

☒ None of the given options

☐ extemporaneous delivery method

☐ off the cuff delivery method



Informative speaking and persuasive speaking are examples of _____ presentation.

Select the correct option



informal



written



oral



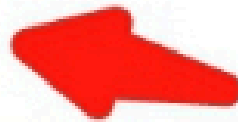
formal

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

Select the correct option



conversational



communal



conventional



sensational

All of the following are true of extemporaneous speaking except _____

Select the correct option



It emphasizes learning to respond to audience feedback.



It emphasizes audience interaction over exact wording.



It involves speaking from key words rather than reading or speaking from memory.



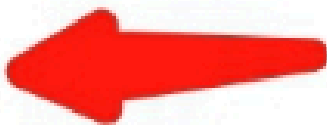
It is generally preferred when exact timing is a must.

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

In a business organization, important observations, suggestions, or objections should be communicated orally rather than in writing.

Select the correct option

☐	True
☐	False



Click to Show Answer & Move to Next Question

In the communication process, a receiver is

_____.

Select the correct option

- ☐ the person who prepares the buffer
- ☒ the person who decodes the message
- ☐ the person who encodes the message
- ☐ the person who designs the message

The second highest post in an organization is titled as -----

~ .

Select the correct option



Director



Chief executive



Country manager

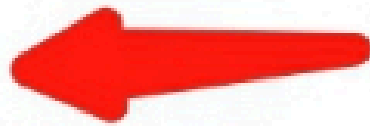


The Managing Director

Which of the following is the prominent feature of extempore method of oral presentation?

Select the correct option

- ☐ Planning before speaking
- ☐ Poor organization
- ☐ Incompleteness
- ☐ Indifference towards the audience



Choose the correct option from the following:
While writing a document is written at the beginning of the document.

Select the correct option



None of the given options



Main idea



Statement of objective



Reader's interests

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

Select the correct option

☐

Feedback, message, critiquing

☐

Noise, feedback, jargon

☐

Message, noise, feedback

☐

Message, recording, feedback

We're having a barbecue next week,.....?

Select the correct option



did you come



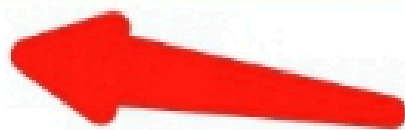
do you come



were you coming



will you come

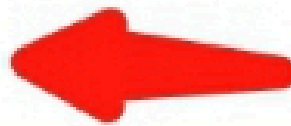


_____ readers are real but unnamed readers who use communications addressed to others.

Select the correct option



Phantom



Complex



Complicated



Future

Informal oral reports are generally characterized by _____ settings with a _____ degree of audience interaction.

Select the correct option

☐

small-group, high



☐

large-group, low

☐

small-group, low

☐

large-group, high

Oral presentations can be formal or informal.

Select the correct option



False



True



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

Which of the following are real but unnamed readers?

Select the correct option

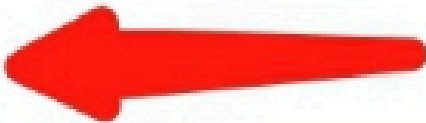
☐	Complex Readers
☐	Future Readers
☐	Phantom Readers
☐	Technical Readers



One fundamental of effective writing is to put the key information at the beginning.

Select the correct option

☐	theory
☐	Principle
☐	method
☐	principal



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

Select the correct option

☐ functional



☐ nonconventional

☐ conventional

☐ professional

The essence of decision making is_____

Select the correct option

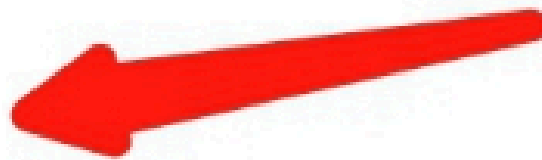
☐	Monitoring
☒	Choosing between alternatives
☐	Problem solving
☐	Developing alternative courses of action

It is possible for communication to reinforce an existing attitude of the people or reverse an attitude that is not so likable.

Select the correct option



True



False

[Click to Save Answer & Marked as Correct](#)

Which of the following are some of the deceptive actions that unethical communicators might take?

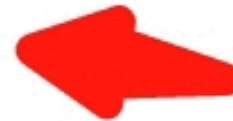
Select the correct option



Exaggerate benefits



Portray graphic data unfairly



All of the given options



Hide negative information

Your resume is a persuasive argument whose purpose is to convince your readers to hire you.

Select the correct option

- | | |
|----------------------------------|-------|
| ☐ | False |
| ☒ | True |



Click to Show Answer & Move to Next Question

Bring as much information about yourself as you might need. On your make sure you include hobbies, volunteer work or anything that you've done that may pertain to that job.

Select the correct option

- | | |
|-----------------------|-------------------|
| ☐ | Resume |
| ☐ | School transcript |
| ☐ | Journal |
| ☐ | College degree |



Feedback can come in the form of _____ .

Select the correct option



All of the given options



symbols



Pictures



verbal and non-verbal cues

