

Sample Question Paper

Subject - Elements of Communication & Networking Skills

Subject code 641

Note – This is a sample Question paper for student's exam reference only, might be pattern of paper can be change in actual examination.

Q. 1 To communicate your message effectively, please choose words that are:-

1. Free of clichs
2. Clear
3. Accurate
4. All of these

Correct Answer :- All of these

Q. 2 At every stage in effective communication, you have to ensure that the timing and choice of medium are appropriate to the _____, audience, and material.

1. Purpose
2. Occasion
3. Sender
4. None of these

Correct Answer :- Purpose

Q. 3 _____ is a classic case of intrapersonal communication.

1. Daydreaming
2. Presentation
3. Summarizing
4. None of these

Correct Answer :- Daydreaming

Q. 4 Every communication requires three critical components; a sender, a _____, and a recipient.

1. Medium
2. Purpose
3. Result
4. Message

Correct Answer :- Message

Q. 5 At every stage in effective communication, you have to ensure that the timing and _____ of medium are appropriate to the purpose, audience, and material.

1. Choice
2. Volume
3. Power
4. None of these

Correct Answer :- Choice

Q. 6 A message is _____ when it gets your message through in the fewest possible words, keeping in mind all the other qualities of effective communication.

1. Concise
2. Common
3. Complete
4. Conscious

Correct Answer :- Concise

Q. 7 At every stage in effective communication, you have to ensure that the timing and choice of medium are appropriate to the purpose, _____, and material.

1. Audience
2. Occasion
3. Sender
4. None of these [Option ID = 1760974]

Correct Answer :- Audience

Q. 8 Verbal communication is of two types:-

1. Verbal and oral
2. Visual and audio
3. Visual and silent
4. None of these

Correct Answer :- Verbal and oral

Q. 9 The _____ element of effective communication, feedback, describes the receiver's response or reaction to the sender's message.

1. First
2. Central
3. Last
4. None of these

Correct Answer :- Last

Q. 10 Effective communication plays _____ role in the success of every professional and personal relationship.

1. A vital
2. A loyal
3. An alliance
4. None of these

Correct Answer :- A vital

Q. 11 Remember, _____ communication is a personal and immediate means of oral communication.

1. Face-to-face
2. Group
3. Telephone
4. None of these

Correct Answer :- Telephone

Q. 12 Your expression of gratitude or congratulations would be more effective if delivered formally:-

1. Through mail or a courier
2. Over telephone
3. During video conference
4. None of these

Correct Answer :- Through mail or a courier

Q. 13 If you need only words and nothing else for your communication, you have to go to _____ for medium of communication.

1. Face-to-face
2. Video conference
3. Texting
4. Telephone

Correct Answer :- Texting

Q. 14 You are aware that for all important business matters there is no option but to communicate them through clear and precise _____ communication.

1. Verbal
2. Nonverbal
3. Written
4. Oral

Correct Answer :- Written

Q. 15 Kinesics is used as signs of deception by interviewers. Interviewers look for clusters of movements like emblems, illustrators, regulators and adapters. Illustrators:-

1. Substitute for words and phrases
2. Control the flow and pace of communication
3. Release physical or emotional tension
4. Accompany or reinforce verbal messages

Correct Answer :- Accompany or reinforce verbal messages