**MIT CIDCO Aurangabad**

 **B. Sc. AT /WT/ RAC I sem**

 Question paper : communication skill

**Q1.Objective type questions.**

1. Letter writing is an \_\_\_\_\_\_\_\_\_\_\_.

a)Science  **c)Art**

b)Method d)Style

 2) Letters are brodly classified into one \_\_\_\_\_\_secoond informal.

 **a)Formal**  c)Written

b)Trangle d)Oral

 3) The minutes are used as official record of the proceedings of a \_\_\_\_\_\_\_.

 a)Group discussion c)Interview

 **b)Meeting** d)Speech

 4) Notice is used for giving \_\_\_\_\_\_\_ to all member of the organization.

 a)Knowledge c)Decision

 b)Order **d)Information**

 5) A concept can be clear instantly through \_\_\_\_\_\_.

 a)Manual **c)Picture**

 b)Leaflet d)Notice

 6) Advertising is mode of projecting the\_\_\_\_\_\_\_\_\_ in an attractive way.

 **a)Product** c)Feature

 b)Characterstics d)Viewers

 7)\_\_\_\_\_\_\_\_ is example of print media.

 a)T.V c)Carton

 b)Radio **d)Newspaper**

 8) \_\_\_\_\_\_\_ is not the example of print media.

 a)Journal c)Daily newspaper

 b)Magazines **d)F.M**

9) T.V is influential medium of \_\_\_\_\_\_\_\_\_\_ communication.

 a)Visual c)Audio

 **b)Audio-visual** d)Print

 10)\_\_\_\_\_\_\_\_\_ is the most effecting media of advertising .

 a)Poster **c)T.V**

 b)Newspaper d)Radio

11) A large signals like ringing of a bell used for\_\_\_\_\_.

 a)Death of person c)Theft

 b)Accident **d)Robbery at night**

12) The maner of holding of headhigh indicates

 a)Pride **c)Confidence**

 b)Stout d)Nervousness

13)\_\_\_\_\_\_\_\_\_\_\_is the mirror of mind.

 a)Eyes **c)Face**

 b)Head d)Mouth

14) Eye contact shows that \_\_\_\_\_\_\_\_ intimacy.

 a)Spiritual c)Psychological

 b)Emotional d)Mental

15) The standing or sitting position of a body these called\_\_\_\_\_\_\_\_\_.

 a)Gesture c)Movement

 **b)Posture** d)Eye contact

16) It is commonly known that \_\_\_\_\_\_\_\_\_\_\_\_ is more talkative than a talk.

 a)Speech **c)Silence**

 b)Lecture d)Noise

17) A pause in a speech can create suspense and \_\_\_\_\_\_\_\_\_\_\_\_.

 a)enthusiasm c)Pleasure

 b)Interest **d)Curiosity**

18) Proxemics \_\_\_\_\_\_\_\_\_\_.

 a)Paralanguages c)Eye movement

 b)Posture **d)Space&distance**

19)Touch indicates \_\_\_\_\_\_\_\_.

 **a)Friendliness** c)Selfishness

 b) Rudeness d) Feelings

20) Silence is used an effective tool for \_\_\_\_\_\_\_\_\_\_.

 a)Praise **c)Punishment**

 b)Enthusiasm d)Relation

21)Reports are \_\_\_\_\_\_\_\_\_.

 a)Situation base c)Communication

 b)Objective **d)Factual**

22)The content of the report must be relevant to the \_\_\_\_\_\_.

 a)Subject c)Reason

 **b)Topic** d)Purpose

23) \_\_\_\_\_\_\_\_\_\_ reports are repeated by the period of time.

 a)Oral **c)Routine**

 b)Written d)Special

24) The facts in the report should be arranged in a proper and \_\_\_\_\_\_\_way.

 **a)Logical**  c)Technical

 b)Inlogical d)Non-technical

25) Language of report must be \_\_\_\_\_\_\_to read.

 **a)Easy** c)Hard

 b)Uneasy d)Slow

26)Report help to \_\_\_\_\_\_\_\_\_in organization.

 a)Takes notes **c)Takes decision**

 b)Give order d)Save record

27)\_\_\_\_\_\_is characterstics of good report.

 a)Vague c)Obcure

 **b)Completeness** d)Rigid

28) In order to avoid repetition \_\_\_\_\_\_\_\_ method can be used on related pages.

 a)Summary **c)Cross reference**

 b)Glossary d)Direct reference

29) Recommendation are based on\_\_\_\_\_\_\_\_\_\_\_\_.

 a)planning the report c)Outlining report

 b)Drafting **d)Data analysis**

30)\_\_\_\_\_\_\_\_\_ reports are prescribed from.

 **a)Formal** c)Non-verbal

 b)Informal d)Individual

31)Face to face communication enable for a quick\_\_\_\_\_\_\_\_\_\_\_.

 **a)Feedback** c)Return

 b)Message d)Result

32) \_\_\_\_\_\_\_\_\_\_\_\_\_ of a group always affects the group communication.

 a)High c)Status

 b)Weight **d)Size**

33) In group discussion\_\_\_\_\_\_\_\_\_ participants consumes the time of other participants.

 a)Moral **c)Dominant**

 b)Immoral d) Shy

34) Success of meeting depends upon the \_\_\_\_\_\_\_\_.

 a)Reason **c)Quality of leader**

 b)Type d) Remuneration

35) A leader must have \_\_\_\_\_\_\_temper in meeting.

 **a)Democratic** c) static

 b)Automatic d)Distinct

36)Meeting result in \_\_\_\_\_\_\_\_\_\_.

 **a)Contribution** c)Participation

 b)Negotiation d)Division

37)Meetings help to make a good \_\_\_\_\_\_\_.

 **a)Decision** c)Function

 b)Action d)Reaction

38)Meeting help to resolve \_\_\_\_\_\_\_\_\_and\_\_\_\_\_\_\_\_\_.

 a)Division&union c)loyalty&disloyalty

 **b)Conflicts&disputes** d)Any other

39)Meeting =\_\_\_\_\_\_\_\_\_\_\_\_\_.

 a)Individual communication c)Virtual communication

 **b)Group communication** d)Horizontal communication

40)Participants of meeting are called by\_\_\_\_\_\_\_\_\_\_.

 a)Draft of meeting **c)Order of meeting**

 b)Notice of meeting d)Minutes of meeting

41)\_\_\_\_\_\_\_\_\_\_\_is attach the with notice of meeting.

 **a)Agenda** c)Circular

 b)Notice d)Potation

42)Meetingproceeding with \_\_\_\_\_\_\_\_\_.

 a) Agenda of last meeting c) Agenda of these meeting

 b) Notice of last meeting **d) Minutes of last meeting**

43)A leader must introduce the \_\_\_\_\_\_\_\_\_members to other.

 a)Known c)Senior

 **b)Unknown** d)Famous

44) The following is (are) non-verbal communication

1. Facial expression
2. Appearance
3. Posture
4. **All of the above**

 45) The handshake that conveys confidence is

1. Limp
2. **Firm**
3. Loose
4. Double

 46) Communication is the task of imparting \_\_\_\_\_\_\_\_

1. Training
2. **Information**
3. Knowledge
4. Message

 47)The whole concept of achieving success begins with how you \_\_\_\_\_\_

1. Behave
2. Think
3. Work
4. **All of the above**

 47) The trump card during \_\_\_\_\_\_\_ should be brought out at the crucial moment.

1. Interview
2. **Negotiation**
3. Training
4. Purchasing

48) The following is the permanent records for business

1. **Business letters**
2. Ledgers
3. Production reports
4. All of the above

 49) Body of a letter is divided into \_\_\_\_\_\_\_\_ parts.

1. 1
2. 2
3. **3**
4. 4

50) As per Newman and Summer Communication is the Exchange of

1. Facts
2. Opinion
3. Emotions
4. **All of the above**

51) The \_\_\_\_\_\_\_\_ body of the presentation should be broken into short and clear units

1. **Main**
2. Middle
3. Upper
4. Lower

53) \_\_\_\_\_\_\_\_ of the letter consists of main message.

1. Heading
2. **Body**
3. Greeting
4. Closing

54) A common fallacy about manager is that he must be

1. Loud
2. Flamboyant
3. Drinker
4. **All of the above**

55) The following is (are) the most effective ways of communication.

1. Verbal
2. Non verbal
3. **Written**
4. All of the above

56) The \_\_\_\_\_ of business letter is called layout.

1. Body
2. Content
3. **Pattern**
4. All of the above

57) Goals help us to \_\_\_\_\_\_\_\_

1. **Communicate**
2. Success
3. Work
4. Motivate

**Unit 1 Listening Comprehension**

Q.1)Explain the listening comprehension at normal reading speed.

Q.2) Write a brief note on Main ideas of the text.

Q.3) Illustrate the skill of separating main ideas from the text.

Q.4) How do you develop the pronunciation skills?

Q.5)Drilling on speaking

Q.6)Describe the ability to factual and personal response.

Q.7)Explain the importance of voice modulation in group communication.

Q.8) Discuss the guidelines for effective listening?

Q.9) Listening is skill, prove it.

**Unit 2 Group discussion and Interview technique**

Q.10) What is group discussion? Explain its importance in communication.

Q.11)Explain the preparation for interview.

Q.12) Explain the importance of formal communication in business organization.

Q.14) What is body language? Explain the role of body language in communication.

Q.15) Questions on passage.

Q.16) How do you develop the conversation skills?

**Unit 3 Reading Comprehension**

Q.17) How do you develop vocabulary?

Q.18) Explain different types of readings with examples.

Q.19) Explain error detection.

Q.20) What is importance of punctuation while reading?