B.sc Auto Communication Skill - II

1. Letter writing is an \_\_\_\_\_\_\_
2. Science
3. Art
4. Idea
5. Style
6. A précis is defined as a\_\_\_\_\_\_\_\_\_
7. Paragraph
8. Report
9. Summary
10. Note
11. Summary is traditionally \_\_\_\_\_\_\_\_ the number of word
12. 1/3
13. 1/4
14. 1/2
15. 3/4
16. Report is \_\_\_\_\_\_\_ document
17. Precise
18. Detail
19. Vague
20. Odd
21. Precise is a \_\_\_\_\_\_\_\_ one
22. Latin
23. French
24. American
25. Report are \_\_\_\_\_\_\_
26. Fax
27. Situation
28. Imagination
29. Preparation
30. Basically reports are of ­­­­­\_\_\_\_\_\_\_
31. Routine
32. Facts
33. Situation
34. Verbal
35. Report help for \_\_\_\_\_\_\_\_
36. Problem
37. Decision making
38. Program me
39. Situation
40. \_\_\_\_\_\_\_\_ Report are repeated over a period of time
41. Oral
42. Written
43. Special
44. Routine
45. Paragraph development require \_\_\_\_\_\_\_
46. Imaginations
47. Precision
48. Development
49. Summarization
50. Paragraph development \_\_\_\_\_\_\_\_\_
51. Decisions of ideas
52. Summarization of ideas
53. Functioning of ideas
54. Controlling of ideas
55. ­­­­\_\_\_\_\_\_\_ is the basic element of report
56. Reference
57. Recommendation
58. Component
59. Description
60. Recommendation are based on\_\_\_\_\_\_\_\_
61. Data analysis
62. Data transfer
63. Routine Data
64. Outlining the issue
65. The Report is Not\_\_\_\_\_\_\_\_
66. A basis for decision Making
67. A report problem
68. Future secondary data
69. Any other
70. The official report are called as\_\_\_\_\_\_\_ reports
71. Informal
72. Routine
73. Oral
74. Formal
75. Report is document in which a \_\_\_\_\_\_is analysis to provide information
76. issue
77. problem
78. reason
79. purpose

17.The beginning part of the report includes cover page\_\_\_\_\_\_and summary of the report

a. index

b. conclusion

c. reference

d. Any other

18. Report are generally prepared for informing \_\_\_\_\_\_

a. Employees

b.top management

c. customers

d. any other

19. formal reports are ………

a. survey

b. routine

c. ruvestigetive

d. news paper

20. ……….. letter are widely used in office

a. formal

b. informal

c. business

d. semiformal

21. letter to family members or fiends =………..letter

a. informal

b. formal

c. official

d. business

22. in formal letters is having no need to write …… of the receiver

a. name

b. Address

c. signature

d. title

23. ……. Is the main part of the letter.

a. address

b. subject

c. body

d. intro

24. the letter may end with ……..

a. body

b. subject

c. address

d. complementary else

25. leave talking subscription.

a. yours only

b. yours

c. yours obediently

d. yours faithfully

26. curriculum vitae. …

a. autobiogecphy

b. bio-date

c. circular

d. notice

27. curriculum vite presents information about a confidence to a ….

a. employee

b. officer

c. employer

d. any other

28. qualification is imported factor of …

a. cubiculum vitee

b. circular

c. letter

d. notice

29. name & address are the part of … in curriculum vitee

a. education

b. qualification

c. personal details

d. supersets.

30. telegram word by transmitting sounds in a\_\_\_\_\_\_\_\_ code

a. cores

b. mores

c. diverse

d. any other

31. Telegram should be as \_\_\_\_\_\_\_\_ as possible

A. long

b. broad

c. short

d. detail

32. A telegram gives an impression of \_\_\_\_\_\_\_\_\_

a. urgency

b. delay

c. long distance

d. short distance

33. telex is \_\_\_\_\_\_\_ dial teleprinter to teleprinter system

a. substitute

b. induced

c. supporting

d. direction

34. Telex was introduced in \_\_\_\_\_\_\_\_\_\_\_\_

a.1957

b.1956

c. 1958

d. 1955

35. The connection to telex is got from the \_\_\_\_\_ office

a. telephone

b. post

d. collector

36. Telex has an excellent \_\_\_\_\_\_ network

a. National

b. size

c. district

d. international

38. a telex machine is fitted with \_\_\_\_\_\_\_\_\_line

a. Internet

b. telephone

c. telex

D. telegram

39. e mail=\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

a. immediate mail

b. element mail

c. electronic mail

d. electrical mail

40. \_\_\_\_\_\_\_\_ cheaper than any other mail

a. e-mail

b. letter

c.fax

d. telegram

41. \_\_\_\_\_\_\_\_\_\_connection is best for e-mail

a. Mobile

b. Network

c. computer

d. fax

42. e-mail can be sent to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ anywhere.

a. very few

b. after

c. any one

d. no one

43. written memo is given to an employ in \_\_\_\_\_\_\_\_\_\_\_\_\_

a. regular

b. general

c. confidancial

d. other

44. written memo is given after the \_\_\_\_\_\_\_\_\_\_\_\_\_\_

a. discussion

c. oral warning

d. other

45. through memo it is expected that there should be \_\_\_\_\_\_\_\_\_\_\_ of behavior in employ

a. improvement

b. advice

c. decrees

d. other

46. circular is \_\_\_\_\_\_\_\_\_\_ document circulated to sub officer

a. general

b. common

c. specific

d. detil

47. \_\_\_\_\_\_\_\_\_ is the list of items to be discussed at the meeting .

a. notice

b. agenda

c. circular

d. drafts

48. agenda is usully attaced with the \_\_\_\_\_\_\_\_\_\_\_\_

a. minuts

b. notice

c. circular

d. other

49. the meeting is inform to all members by \_\_\_\_\_\_\_\_\_\_

a.circular

b. notice

c. minutes

d. letter

50. in a seminar the important things is the specilised study by one \_\_\_\_\_\_\_\_\_\_\_ or many \_\_\_\_\_\_\_\_\_\_

a. listener, listeners

b. speaker , speakers

c. reader , readers

d. writer, writers

51. in a seminar there may or may not be pure

a. speakers

b. listeners

c. readers

d. writers

52. in a seminar the presention is followed by \_\_\_\_\_\_\_\_\_\_\_\_\_

a. a discussion

b. a debate

c. a speech

d. a meeting

53. a meeting requires a \_\_\_\_\_\_\_\_\_\_ which is call an invition to attend it.

a.minute

b. notice

c. information

54. informetiv meeting is called a \_\_\_\_\_\_\_\_\_\_\_\_\_

a. Give information

b. to solv a problem

c. to tack decision

d. to meet together

55. a \_\_\_\_\_\_\_\_\_\_ directs the meeting.

a. a convenor

b. a participant

c. a chairperson

d. a follower

56. verbal communication includes \_\_\_\_\_\_\_\_\_\_\_\_

a. symbols

b. signs

c. gestures

d. words

57. the term oral communication suggests communication through the \_\_\_\_\_\_\_

a. written

b. non- verbal

c. spoken

d. visual

58. immediate feedback is the ment of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ communication.

a. Written

b. oral

c. non verbal

d. informal

59. verbal communication can be divided into two types \_\_\_\_\_\_\_\_\_\_ and\_\_\_\_\_\_\_\_\_\_\_ communication

a. kinesics & proxemics

b. oral & written

c. up ward &down ward

d. formal and informal

60. to confer means \_\_\_\_\_\_\_\_\_\_\_\_

a. to review

b. to compare

c. to consult

d. to guide

61. compared to a meeting a conference is \_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_often much

a. formal & shorter

b. in formal and larger

62. \_\_\_\_\_\_\_\_\_\_ is the prominent feature of a conference

63. oral communication is also known as \_\_\_\_\_\_\_\_

a. verbal communication

b. non verbal communication

c. formal communication

d. informal communication

1. Write a short note on paraphrasing with precision writing?
2. Explain paragraph development?
3. Write a short note on formal communication and channels in an organization?
4. What is communication? Explain the form of written communication in brief?
5. Explain the different form of oral communication in detail?
6. You are the secretary of gokuldham housing society .prepare the notice of meting with a agenda?
7. Prepare curriculum vitae for the post of automobile engineer?
8. What is report? Write the types of report in brief?
9. Explain the characteristic of good report?
10. What is speech? Explain the gaudiness for effective speech?
11. Write a job application for the post of manager in reputed company?
12. Prepare curriculum vitae for the post of pro. Automobile engineer?
13. Prepare an advertisement of your reputed firm?
14. Explain the importance of conference & seminar for intellectual of group communication?
15. Discus the advantages and disadvantages of meeting?
16. Your secretary is habitually late in your office; write a warning memo to him/her?
17. Which are different communication mean, explain their importance?
18. Who do you prepare for public speaking?
19. Write a letter to your friend, about asking his future plan after degree examination?
20. Precision is skill, prove it? Write the guidelines summarization?
21. you are the secretary NSS in your college write special activity report and submit to principle ?
22. write a short note on
23. Circular
24. Agenda
25. Memo
26. Notice
27. write a short note on
28. Telegram
29. Telex
30. Fax
31. Email
32. write a short note on
33. Meeting
34. Speech preparation
35. Conference
36. Seminar
37. write a short note on(any Two)
38. Form of oral communication III .Types of report
39. Advertisement IV. Public speaking