

Exam Name : PGDMM/PGDSCM & L-Business Communication

Total Questions : 50

Q.1 Communication is the most important component of our

Marks: 2

Question ID:
6288264

No	Options Details	Select Option
1	economic activity	
2	social activity	
3	business activity	
4	social activity	

Q.2 Communication is important for an organisation because it

Marks: 2

Question ID:
6288265

No	Options Details	Select Option
1	changes the attitude of employees	
2	decontrols organisational functions	
3	lowers the morale of low performers	
4	provides swelective information	

Q.3 The principles of effective communication are

Marks: 2

Question ID:
6288266

No	Options Details	Select Option
1	five C,s	
2	nine C,s	
3	seven C,s	
4	three C,s	

Q.4 The process of converting thought into message is called

Marks: 2

Question ID:
6288267

No	Options Details	Select Option
1	decoding	
2	channel	
3	noise	
4	encoding	

Q.5 Verbal communication may be

Marks: 2

Question ID:
6288268

No	Options Details	Select Option
1	interview	
2	speech	
3	oral or written	
4	chatting	

Q.6 Communication is a

Marks: 2

Question ID:
6288269

No	Options Details	Select Option
1	multi directional activity	
2	uni directional activity	
3	single directional activity	
4	upward directional activity	

Q.7 Reading efficiency score is calculated by

Marks: 2

Question ID:
6288270

No	Options Details	Select Option
1	comprehension rate and comprehension	
2	retention and reading speed	
3	reading speed and comprehension	
4	non of the above	

Q.8 Case study primarily helps

Marks: 2

Question ID:
6288271

No	Options Details	Select Option
1	in developing leadership	
2	in sharpening skills	
3	in facilitating innovation	
4	in breaking mental blocks	

Q.9 Drawbacks of written communication are

Marks: 2

Question ID:
6288272

No	Options Details	Select Option
1	expensive	
2	delayed response	
3	time consuming	
4	all of the above	

Q.10 Barrier to communication is

Marks: 2

Question ID:
6288273

No	Options Details	Select Option
1	flat organisational structure	
2	glass ceiling	
3	objectivity	
4	lack of fear	

Q.11 Which is not considered as an enabling effect of social media

Marks: 2

Question ID:
6288274

No	Options Details	Select Option
1	sourcing of content	
2	distraction at work	
3	customer connetivity	
4	brand awareness	

Q.12 Normal communication is

Marks: 2

Question ID:
6288275

No	Options Details	Select Option
1	time consuming	
2	time saving	
3	entertaining	
4	non of the above	

Q.13 Hands in pocket is a

Marks: 2

Question ID:
6288276

No	Options Details	Select Option
1	positive gesture	
2	better gesture	
3	negative gesture	
4	bad habit	

Q.14 Oral communication impact is

Marks: 2

Question ID:
6288277

No	Options Details	Select Option
1	permanent	
2	bad	
3	good	
4	temporary	

Q.15 First contact of employee with the employer is

Marks: 2

Question ID:
6288278

No	Options Details	Select Option
1	application letter	
2	interview	
3	resume	
4	appointment letter	

Q.16 Which element of the resume will help in keeping your resume out of the crowd of applications

Marks: 2

Question ID:
6288279

No	Options Details	Select Option
1	reference	
2	resume summary	
3	personal information	
4	work experience	

Q.17 The educational qualification in a resume should be listed

Marks: 2

Question ID:
6288280

No	Options Details	Select Option
1	alphabetically	
2	oldest to newest	
3	newest to oldest	
4	full time to part time	

Q.18 In a group discussion we should not

Marks: 2

Question ID:
6288281

No	Options Details	Select Option
1	wear casual dress	
2	dominate conversation	
3	interrupt others	
4	make eye contact with participants	

Q.19 What is not an advantage of group discussion

Marks: 2

Question ID:
6288282

No	Options Details	Select Option
1	lengthy messages	
2	saves paper	
3	saves time	
4	more powerful	

Q.20 Kinesics is known as

Marks: 2

Question ID:
6288283

No	Options Details	Select Option
1	time language	
2	body language	
3	space language	
4	sign language	

Q.21 Olfactory is a type of

Marks: 2

Question ID:
6288284

No	Options Details	Select Option
1	time language	
2	body language	
3	sign language	
4	space language	

Q.22 Proxemics is the study of

Marks: 2

Question ID:
6288285

No	Options Details	Select Option
1	body language	
2	sign language	
3	time language	
4	space language	

Q.23 The first element of speech is

Marks: 2

Question ID:
6288286

No	Options Details	Select Option
1	voice	
2	pitch	
3	space language	
4	body language	

Q.24 The ability to onderstand the situation and feelings of others is known as

Marks: 2

Question ID:
6288287

No	Options Details	Select Option
1	emphatic	
2	empathise	
3	reflection	
4	non of above	

Q.25 The main reason of misunderstanding is

Marks: 2

Question ID:
6288288

No	Options Details	Select Option
1	confidence	
2	physical barriers	
3	communication gap	
4	listening	

Q.26 The pocess of reading involves

Marks: 2

Question ID:
6288289

No	Options Details	Select Option
1	thought and perception	
2	understanding	
3	recognising words	
4	comprehending words	

Q.27 While writing a business letter we must stick to

Marks: 2

Question ID:
6288290

No	Options Details	Select Option
1	politeness	
2	a structured layout	
3	informality	
4	formality	

Q.28 The last step in the process of writing a summary is

Marks: 2

Question ID:
6288291

No	Options Details	Select Option
1	reading the write-up	
2	identification of main idea	
3	proof reading	
4	organising the ideas	

Q.29 Mosst importanat sections of a business proposal include

Marks: 2

Question ID:
6288292

No	Options Details	Select Option
1	executive summary	
2	pricing information	
3	cover letter	
4	all of the above	

Q.30 An agenda refers to the

Marks: 2

Question ID:
6288293

No	Options Details	Select Option
1	list of activities	
2	main proposal	
3	pricing information	
4	cover letter	

Q.31 Minutes refer to the

Marks: 2

Question ID:
6288294

No	Options Details	Select Option
1	executive summary	
2	records of any meeting	
3	cover letter	
4	list of activities	

Q.32 Business proposal is designed and developed by

Marks: 2

Question ID:
6288295

No	Options Details	Select Option
1	buyer	
2	agent	
3	business man	
4	seller	

Q.33 Report prepared about the growth of an organisation is called

Marks: 2

Question ID:
6288296

No	Options Details	Select Option
1	survey report	
2	information report	
3	progress report	
4	balance sheet	

Q.34 Title page of of the repore is an element of

Marks: 2

Question ID:
6288297

No	Options Details	Select Option
1	visual report	
2	formulating points	
3	developing the outline	
4	finalising the headings	

Q.35 What is not an element of presentation

Marks: 2

Question ID:
6288298

No	Options Details	Select Option
1	presenter	
2	visual aid	
3	audience	
4	content	

Q.36 What helps to pick the right content of your presentation

Marks: 2

Question ID:
6288299

No	Options Details	Select Option
1	time limit	
2	source material	
3	your knowledge	
4	audience need	

Q.37 Rehearsal should be

Marks: 2

Question ID:
6288300

No	Options Details	Select Option
1	mandatory	
2	limited	
3	optional	
4	avoided	

Q.38 The most important aspect of presentation delivery is

Marks: 2

Question ID:
6288301

No	Options Details	Select Option
1	pace	
2	pose	
3	practice	
4	humour	

Q.39 The feed back should be

Marks: 2

Question ID:
6288302

No	Options Details	Select Option
1	judgmental	
2	constructive	
3	critical	
4	personal	

Q.40 Presentatin is ismiliar to areport but it includes

Marks: 2

Question ID:
6288303

No	Options Details	Select Option
1	the human element	
2	a message	
3	an idea	
4	an information	

Q.41 Communication is an expression of

Marks: 2

Question ID:
6288304

No	Options Details	Select Option
1	happiness	
2	stress	
3	knowledge	
4	ideas	

Q.42 Media management is necessary for

Marks: 2

Question ID:
6288305

No	Options Details	Select Option
1	advertisement	
2	public relations	
3	interacting with people	
4	non of the above	

Q.43 Seminars are headed by

Marks: 2

Question ID:
6288306

No	Options Details	Select Option
1	chairperson	
2	secretary	
3	president	
4	treasurer	

Q.44 Curriculum

Marks: 2

Question ID:
6288307

No	Options Details	Select Option
1	video conferencing	
2	individuals can see each other physically	
3	tele-conversation	
4	non of the above	

Q.45 What is not recommended asking during interview

Marks: 2

Question ID:
6288308

No	Options Details	Select Option
1	asking to repeat question	
2	mentioning weakness of previous boss	
3	asking about the salary	
4	mentioning personal issues	

Q.46 CV stands for

Marks: 2

Question ID:
6288309

No	Options Details	Select Option
1	Curriculum Vitae	
2	Central Vitae	
3	Curriculum Version	
4	Circular Vitae	

Q.47 ROL stands for

Marks: 2

Question ID:
6288310

No	Options Details	Select Option
1	Review of Related Letters	
2	Review of Related Literature	
3	Rivision of Related Literature	
4	Review of Related Lectures	

Q.48 ASAP stands for

Marks: 2

Question ID:
6288311

No	Options Details	Select Option
1	As Simple As Possible	
2	As Short As Possible	
3	As Soon As Possible	
4	As Senior As Possible	

Q.49 FYI stands for

Marks: 2

Question ID:
6288312

No	Options Details	Select Option
1	For Your Information	
2	For Your Intimation	
3	For Your Inventory	
4	First Your Information	

Q.50 ICT stands for

Marks: 2

Question ID:
6288313

No	Options Details	Select Option
1	Information and Communication Techniques	
2	Information and Communication Technology	
3	Information and Communal Technology	
4	Interaction and Communication Technology	