

# Communication Skill

## Multiple Choice Questions and Answers:-

1. Communication is a non-stop\_\_\_\_\_.

- (A) Paper
- (B) process**
- (C) programme
- (D) plan

Answer:-B

2. Communication is a part of \_\_\_\_\_ skills.

- (A) Soft**
- (B) hard
- (C) rough
- (D) short

Answer:-A

3. The \_\_\_\_\_ is the person who transmits the message.

- (A) Receiver
- (B) driver
- (C) sender**
- (D) cleaner

Answer:-

4. \_\_\_\_\_ is the person who notices and decodes and attaches some meaning to a message.

- (A) Receiver**
- (B) driver
- (C) sender
- (D) cleaner

Answer:- A

5. Message is any signal that triggers the response of a \_\_\_\_\_

- (A) Receiver**
- (B) driver

- (C) sender
- (D) cleaner

Answer:- A

6. The response to a sender's message is called \_\_\_\_\_

- (A) Food bank
- (B) feedback**
- (C) food
- (D) back

Answer:-B

7. \_\_\_\_\_ context refers to the relationship between the sender and the receiver

- (A) Social**
- (B) physical**
- (C) cultural**
- (D) chronological**

Answer:-A

8. \_\_\_\_\_ context refers to the similarity of backgrounds between the sender and the receiver.

- (A) Physical
- (B) social
- (C) chronological
- (D) cultural**

Answer:-D

9. \_\_\_\_\_ refers to all these factors that disrupt the communication.

- (A) Nonsense
- (B) noise**
- (C) nowhere
- (D) nobody

Answer:-B

10. Environmental barriers are the same as \_\_\_\_\_ noise.

- A) Physiological
- (B) psychological
- (C) physical**
- (D) sociological

Answer:-C

11. Our dress code is an example of \_\_\_\_\_ communication.

- (A) Verbal
- (B) nonverbal**
- (C) written
- (D) spoken

Answer:-B

12. Communication strengthens \_\_\_\_\_ & \_\_\_\_\_ relationship in an organization.

- (A) employer-father
- (B) employer-employer**
- (C) mother-employer
- (D) mother-child

Answer:-B

13. \_\_\_\_\_ communication includes tone of voice body language, facial expressions etc.

- (A) Nonverbal**
- (B) verbal
- (C) letter
- (D) notice

Answer:-A

14. When there is similarity of background between the sender and the receiver such as age, language nationality, religion, gender then this is called \_\_\_\_\_ context.

- (A) social
- (B) cultural**
- (C) physical
- (D) dynamic

Answer:-B

15. Letter, e-mail telephone are examples of \_\_\_\_\_

- (A) message
- (B) feedback
- (C) **channel**
- (D) encoding

Answer:-C

16. Understanding \_\_\_\_\_ different parts of speech forms the base of learning grammar

- (A) Five
- (B) **Eight**
- (C) Six
- (D) Seven

Answer:-B

17. It is of paramount importance that one needs to construct a \_\_\_\_\_ sentence in the day to day affairs

- (A) Wrong
- (B) **Correct**
- (C) Incorrect
- (D) Night

Answer:-B

18. A \_\_\_\_\_ way be defined as the name of a person place or thing

- (A) Verb
- (B) **Noun**
- (C) Pronoun
- (D) Adverb

Answer:-B

19. According to Hobbes communication is the \_\_\_\_\_ interchange of thought or idea.

- (A) Visual
- (B) Audio
- (C) **Verbal**

(D) Written

Answer:-C

20.The person who transmits the message is called the \_\_\_\_ or

- (A) **Sender**
- (B) Gives
- (C) Taker
- (D) Receiver

Answer:-A

21.Proper nouns always begin with \_\_\_\_\_ letters

- (A) Running
- (B) **Capital**
- (C) Small
- (D) Numerical

Answer:- B

22. \_\_\_\_\_ nouns require capitalization only if they start the sentence or are part of a title

- (A) **Common**
- (B) Proper
- (C) Abstract
- (D) Collective

Answer:-A

23.Once the message is encoded in a desired format it is transferred through a medium called \_\_\_\_\_

- A) **Channel**
- (B) Medium
- (C) Media
- (D) Way

Answer:-A

24.The nouns which cannot be felt, seen or heard are called \_\_\_\_\_

- (A) Common

- (B) Proper
- (C) Abstract**
- (D) Collective

Answer:-C

25.The information which is transferred to the receiver has to be interpreted this process is called \_\_\_\_

- (A) Encoding
- (B) Decoding**
- (C) Opening
- (D) Closing

Answer:- B

26.All communication events have a \_\_\_\_\_.

- (A) Resource
- (B) Source**
- (C) Start
- (D) End

Answer:- B

27.Personifications of strength and violence are considered as \_\_\_\_\_ gender.

- (A) masculine**
- (B) Feminine
- (C) common
- (D) Neuter

Answer:-A

28.The message may be misinterpreted because of \_\_\_\_\_

- (A) Barriers**
- (B) Distortions
- (C) Distractions
- (D) Noise

Answer:- A

29.The environment in which the transmitter or receiver are should be \_\_\_\_\_

- (A) Complex
- (B) Competent
- (C) Complete
- (D) Compatible**

Answer:-D

30. A noun that denotes neither a male or a female is \_\_\_\_\_ gender

- (A) Masculine
- (B) Feminine
- (C) Common
- (D) Neuter**

Answer:-D

31. Countries when referred to by names are also considered \_\_\_\_\_

- (A) Masculine
- (B) Feminine**
- (C) Common
- (D) Neuter

Answer:-B

32. The Christian sign of the \_\_\_\_\_ is a gesture pertaining to religion and spirituality.

- (A) Plus
- (B) Minus
- (C) Division
- (D) Cross**

Answer:-D

33. In oral communication there is a possibility of immediate \_\_\_\_\_

- (A) Reaction
- (B) Response**
- (C) Refection
- (D) Reset

Answer:- B

34. In oral communication the speaker can observe the listener's \_\_\_\_\_ to what is being related.

- (A) **Reaction**
- (B) Response
- (C) Rejection
- (D) Reset

Answer:- A

35. Nouns that end in "y" but have a constant before "y" form their plural by dropping "y" and adding \_\_\_\_

- (A) ves
- (B) es
- (C) s
- (D) **ies**

Answer:- D

36. While talking to friends you do not pay attention to the skills of \_\_\_\_\_ Communication.

- (A) Written
- (B) **Oral**
- (C) audio
- (D) visual

Answer:- B

37. In oral presentation outside your organisation you must first give the audience a \_\_\_\_\_ of your organization.

- (A) Flash back
- (B) **Background**
- (C) Front view
- (D) Forward view

Answer:- B

38. "A" and "an" are the \_\_\_\_\_ articles

- (A) Definite
- (B) **Indefinite**
- (C) Particular
- (D) Specified



Answer:-B

39.The \_\_\_\_\_ are used to present using overhead projectors.

**(A) Acetate film transparent sheet**

(B) Paper sheets

(C) Polythene sheet

(D) Butter paper

Answer:-A

40.Any word that adds more meaning to the noun is called an \_\_\_\_\_

(A) Adverb

(B) Verb

**(C) Adjective**

(D) Noun

Answer:- C

41.A \_\_\_\_\_ indicates the action done by the subject

(A) Verb

**(B) Adverb**

(C) Noun

(D) Pronoun

Answer:-B

42.A \_\_\_\_\_ is a word which connects words phrases , clauses or sentences

(A) Preposition

**(B) Conjunction**

(C) Interjection

(D) Verb

Answer:-B

43.During presentation using an OHP. One can read information line by line using an opaque sheet to cover the transparency with a view to minimize distraction. This technology is called \_\_\_\_\_

(A) Positive disclosure

(B) Zero disclosure

- C) Negative disclosure  
**(D) Progressive disclosure**

Answer:-D

44. Another thing that you have to avoid is adding to OHPs with a \_\_\_\_\_ during a talk.

- (A) Chalk  
(B) Pencil  
**(C) Pen**  
(D) Marker

Answer:-C

45. It is important to consider proper \_\_\_\_\_ room where you are giving your presentation.

- (A) Darkness  
**(B) lighting**  
(C) Lightning  
(D) ventilation

Answer:- B

46. \_\_\_\_\_ Listening means learning through conversation

- (A) Evaluative  
(B) Appreciative  
**(C) Dialogic**  
(D) Empathetic

Answer:- C

47. In \_\_\_\_\_ Listening the difference between the sounds is identified

- (A) Discriminative**  
(B) Comprehension  
(C) Dialogic  
(D) Empathetic

Answer:-A

48. The \_\_\_\_\_ is an exclamation mark

- (A) ?
- (B) .
- (C) ,
- (D) !**

Answer:-D

49.Evaluative listening is also called \_\_\_\_\_

- (A) Therapeutic**
- (B) Evaluative
- (C) Dialogic
- (D) Impathetic

Answer:- A

50.The\_\_\_\_\_is the action or description that occur in the sentence

- (A) Predicate**
- (B) Subject
- (C) Object
- (D) Complement

Answer:-A

51.The \_\_\_\_\_speech is also called as reported speech

- (A) Direct
- (B) Indirect**
- (C) Indefinite
- (D) Definite

Answer:- B