

Choose the correct option:

To fully comprehend a market report , it is necessary to read it carefully and note \_\_\_\_\_.

Choices:

☐ the nature of report

☐ the nature of commodity

☐ trends of the market

☐ all of the above

Choose the best option:

Business Communication means:

Choices:

☐ To send your message in the business world

☐ To achieve good will among the customers

☐ To win angry customers

☐ All of the above

## Business Communication (ENG301)

Question: 3 (Marks: 1)

Attempted Questions: 2

Total Questions: 52

Choose the correct answer given below:

'AMS' is the abbreviation of:

Choices:

☐ Administrative Management Society

☐ Alcholic Member Society

☐ Advanced Management Society

☐ Asian Management Society

Choose the correct option.

When a sender is not sure whether the symbols he uses carry the same meaning for the receiver or not, the barrier would be -----.

Choices:

☐ semantic barrier

☐ physical barrier

☐ psychological barrier

☐ barriers involving values, attitudes etc.

## Business Communication (ENG301)

Question: **5** (Marks: 1)Attempted Questions: **4**Total Questions: **52****Choose the correct option.****The process of selecting some details and omitting others is called -----.****Choices:**☐ **abstracting**☐ **extracting**☐ **scanning**☐ **editing**

## Business Communication (ENG301)

Question: 7 (Marks: 1)

Attempted Questions: 6

Total Questions: 52

**Choose the correct option.**

----- plays an important role in defining the personal space of a person in a society.

**Choices:**☐ **Gender**☐ **Dress**☐ **Observation**☐ **Mood**



## Business Communication (ENG301)

Question: 8 (Marks: 1)

Attempted Questions: 7

Total Questions: 52

Fill in the blanks with the correct option.

----- and ----- are individual cultural variables.

Choices:

☐ Economics, politics

☐ Language, social norms

☐ Education, economics

☐ Accepted dress, manners

## Business Communication (ENG301)

Question: 9 (Marks: 1)

Attempted Questions: 8

Total Questions: 52

Choose the best option.

The essence of-----is making a sale.

Choices:

☐ persuasion

☐ inquiry

☐ concession

☐ sale



## Business Communication (ENG301)

Question: **10** (Marks: 1)Attempted Questions: **9**Total Questions: **52**

Choose the correct option from the following:

Clarity is achieved in part through a balance between ----.

Choices:

☐ precise and familiar language

☐ complex and difficult language

☐ easy and simple language

☐ rough and tough language

## Business Communication (ENG301)

Question: **11** (Marks: 1)Attempted Questions: **10** Total Questions: **52**

Choose the correct option from the following:

We can apply seven C's in ----.

Choices:

☐ non verbal communication

☐ written and oral communication

☐ written communication

☐ oral communication

## Business Communication (ENG301)

Question: **12** (Marks: 1)Attempted Questions: **11** Total Questions: **52****Choose the best option.**

At 'Appreciation' stage of buffer sincere thanks are expressed for  
.....something.

**Choices:**☐ **leaving**☐ **achieving**☐ **receiving**☐ **deceiving**

## Business Communication (ENG301)

Question: **13** (Marks: 1)Attempted Questions: **12** Total Questions: **52****Choose the correct answer given below:****----- helps the reader know at a glance what the letter is about.****Choices:**☐ **An attention line**☐ **A postscript**☐ **An enclosure**☐ **A subject line**

## Business Communication (ENG301)

Question: **14** (Marks: 1)Attempted Questions: **13** Total Questions: **52**

Choose the correct option from the following:

Which is a list of source material on a particular subject?

Choices:

☐ Bibliography

☐ Index

☐ Appendixes

☐ Glossary



## Business Communication (ENG301)

Question: **15** (Marks: 1)Attempted Questions: **14** Total Questions: **52**

Choose the correct option.

Certain reports written to solve problems, provide services, or sell equipment are called \_\_\_\_\_. They include bids to perform work under a contract and the plea for financial support from outsiders. Such bids and requests are almost always formal.

Choices:

☐ proposals

☐ letter proposals

☐ informal reports

☐ formal reports



## Business Communication (ENG301)

Question: **16** (Marks: 1)Attempted Questions: **15** Total Questions: **52**

Choose the correct option from the following:

In which type of resume, the work-experience section dominates after name, address and objective?

Choices:

**The Chronological Resume**

**The Functional Resume**

**The Combination Resume**

**Job oriented Resume**

## Business Communication (ENG301)

Question: **17** (Marks: 1)Attempted Questions: **16** Total Questions: **52****Choose the correct option.**

\_\_\_\_\_ give(s) time to the audience to absorb information being provided during the oral presentation.

**Choices:**☐ **Visual aids**☐ **Voice quality**☐ **Body language**☐ **All of the above**

**Choose the correct option.**

----- is exerted by someone who can influence and manipulate behaviour.

**Choices:**

**Consultative power**

**Expertise power**

**Reward power**

**Legitimate power**

## Business Communication (ENG301)

Question: **19** (Marks: 1)Attempted Questions: **18** Total Questions: **52****Choose the correct option.**

----- is a process in which two or more parties try to resolve differences, solve problems and come to an agreement.

**Choices:**☐ **Negotiation**☐ **Communication**☐ **Consultation**☐ **Discussion**

## Business Communication (ENG301)

Question: 20 (Marks: 1)

Attempted Questions: 19 Total Questions: 52

Choose the correct option.

Principled bargaining acknowledges the Australian ethic of a :

## Choices:

☐ Foul play☐ Fair go☐ Good relation☐ Bad relation



## Business Communication (ENG301)

Question: **21** (Marks: 1)Attempted Questions: **20** Total Questions: **52****Choose the best option.**

----- are designed to analyze relationships between two or more variables.

**Choices:**☐ **Co relational studies**☐ **Causal comparative studies**☐ **Descriptive studies**☐ **Group studies**



## Business Communication (ENG301)

Question: 22 (Marks: 1)

Attempted Questions: 21 Total Questions: 52

Choose the best option.

Evaluation studies are usually described as either----- or summative.

Choices:

☐ formative

☐ informative

☐ experimental

☐ analytical

Choose the best option.

\_\_\_\_\_ is special types of case study research. It is distinguished from other types of case studies because it uses the theories and methods of anthropology to study the culture of schools and classrooms.

Choices:

☐ Descriptive research

☐ Case Study research

☐ Ethnographic research

☐ Comparative research

## Business Communication (ENG301)

Question: **24** (Marks: 1)Attempted Questions: **24** Total Questions: **52****Choose the best option.****APA stands for :****Choices:**☐ **American psychological association**☐ **Australian physician authority**☐ **A psychological analysis**☐ **A philosophical approach**

## Business Communication (ENG301)

Question: **25** (Marks: 1)Attempted Questions: **24** Total Questions: **52****Choose the correct option.**

-----is one of the members who monitors a committee's financial activities.

**Choices:**☐ **Treasurer**☐ **Advisory**☐ **Controller**☐ **Secretary**

## Business Communication (ENG301)

Question: **26** (Marks: 1)Attempted Questions: **25** Total Questions: **52**

Choose the correct option from given choices.

The sales letter is highly ....., and its writing require exceptional ability and experience.

## Choices:

☐ Specified☐ Sacralized☐ Speciocide☐ Specialized



## Business Communication (ENG301)

Question: **27** (Marks: 1)Attempted Questions: **26** Total Questions: **52**

Choose the correct option.

During an official meeting the role of \_\_\_\_\_ is to participate in meetings and do work delegated to him or her.

Choices:

☐ committee member

☐ chairman

☐ treasurer

☐ secretary



## Business Communication (ENG301)

Question: 28 (Marks: 1)

Attempted Questions: 27 Total Questions: 52

Choose the best option.

Memorandum is used to .....

Choices:

☐ inform someone not related to your company.

☐ communicate to someone within your own company.

☐ communicate to other company.

☐ communicate to the general public.

Choose the correct option from the following:

How many types of pre-employment tests are administered by companies?

Choices:

☐ Three

☐ Four

☐ Two

☐ Five

## Business Communication (ENG301)

Question: **30** (Marks: 1)Attempted Questions: **29** Total Questions: **52**

Choose the correct option from the following:

Which tests do provide quantitative information about a candidate's skills, attitudes, and habits?

Choices:

☐ Written tests

☐ Pre-employment tests

☐ Oral tests

☐ General tests

## Business Communication (ENG301)

Question: **31** (Marks: 1)Attempted Questions: **30** Total Questions: **52**

Reports can be classified as:

.....

## Choices:

☐ Informal reports, Short reports

.....

☐ Formal reports, Long reports

.....

☐ Formal or Informal reports; Short or Long Reports

.....

☐ Informal repots, Long reports

.....

## Business Communication (ENG301)

Question: **32** (Marks: 1)Attempted Questions: **31** Total Questions: **52**

----- are routine reports prepared at regular time interval-daily, weekly, monthly quarterly or annually.

## Choices:

☐ **Periodic reports**☐ **Formal reports**☐ **Progress reports**☐ **Conference reports**



## Business Communication (ENG301)

Question: **33** (Marks: 1)Attempted Questions: **33** Total Questions: **52**

Choose the correct option.

Letter reports are usually of \_\_\_\_\_ types.

Choices:

2

3

5

6



Choose the correct option from the following:

In a ----- the speaker uses nonverbal cues to express his meaning, has less control of contents and requires greater need to help the audience stay on track.

Choices:

☐ speech

☐ formal report

☐ formal oral presentation

☐ telephonic conversation

## Business Communication (ENG301)

Question: **35** (Marks: 1)Attempted Questions: **34** Total Questions: **52**

Although negotiation has a specific purpose that is, to reach agreement, it does not always ———— this aim.

## Choices:

☐ achieve☐ access☐ receive☐ achromatize

## Business Communication (ENG301)

Question: **36** (Marks: 1)Attempted Questions: **35** Total Questions: **52**

**Introduction outlines the contribution that the research will make to -----.**

**Choices:**☐ **knowledge**☐ **art**☐ **architecture**☐ **archeology**

Your essay should be typed, double-spaced on standard-sized paper (8.5 X 11 inches) with margins of ----- on all sides.

## Choices:

☐ 1 inch☐ 1.5 inches☐ 2 inches☐ 2.5 inches

---- contains material related to the report but is not included in the text because it is too lengthy or bulky.

## Choices:

☐ Bibliography☐ Appendix☐ Index☐ Directory



## Business Communication (ENG301)

Question: **39** (Marks: 1)Attempted Questions: **38** Total Questions: **52**

The —— is just one aspect of a complete communication package that everyone must put together before he or she enters the business world.

## Choices:

☐ credibility report☐ resume☐ memo☐ annual credential report

## Business Communication (ENG301)

Question: **40** (Marks: 1)Attempted Questions: **39**Total Questions: **52**

In fact a resume probably has less than ---- seconds to make an impression.

## Choices:

☐ 55☐ 45☐ 35☐ 25

Business Communication (ENG301)

Question: **41** (Marks: 2)

Attempted Questions: **40** Total Questions: **52**

**Name at least four vocal segregates.**

.....

Business Communication (ENG301)

Question: **42** (Marks: 2)

Attempted Questions: **40** Total Questions: **52**

**What points should be taken into account by the presenter about his voice quality during an oral presentation?**

---

Business Communication (ENG301)

Question: **43** (Marks: 2)

Attempted Questions: **40** Total Questions: **52**

**What is collaboration in negotiation? Explain briefly.**

---



Business Communication (ENG301)

Question: **44** (Marks: 2)

Attempted Questions: **40** Total Questions: **52**

**Write the main objective of the opening lines of a job-application letter.**

.....

Business Communication (ENG301)

Question: **45** (Marks: 3)

Attempted Questions: **40** Total Questions: **52**

**Write a brief note on table of contents of a formal report.**

---

Business Communication (ENG301)

Question: **46** (Marks: 3)

Attempted Questions: **40** Total Questions: **52**

**Differentiate between verbal and non-verbal communication.**

---

Business Communication (ENG301)

Question: **47** (Marks: 3)

Attempted Questions: **40** Total Questions: **52**

**How do we cite an unknown author in an in-text citation of a thesis?**

---

Business Communication (ENG301)

Question: **48** (Marks: 3)

Attempted Questions: **40** Total Questions: **52**

**What is EQ? Provide a list of attributes required to test the emotional intelligence of a candidate.**

---



Business Communication (ENG301)

Question: **49** (Marks: 5)

Attempted Questions: **40** Total Questions: **52**

**What are advanced means of communication and what is their importance in the new business world?**

.....

Business Communication (ENG301)

Question: **50** (Marks: 5)

Attempted Questions: **40** Total Questions: **52**

**Write a note on functional resume.**

---

Business Communication (ENG301)

Question: **51** (Marks: 5)

Attempted Questions: **40** Total Questions: **52**

**What is the impact of 'body language' and 'voice quality' of a person in oral presentation? Explain in detail.**

Business Communication (ENG301)

Question: **52** (Marks: 5)

Attempted Questions: **40** Total Questions: **52**

**Discuss briefly the concept of principled bargaining.**

---