Communication Skills: Review Questions

I. Answer questions 1 to 32 by circling the most appropriate answer from among the choices given below. For questions 33 to 45, answer in a word or two.

1. The best way to identify a natural leader is by conducting ________.  A. Interview  B. Group Discussion  C. Debate  D. Oral Presentation

2. Which of the following is a leaderless activity?  
   A. Public Speaking  B. Interview  C. Debate  D. None of the above

3. Conflict resolution skills is an important trait for success in ________.  
   A. Interview  B. Group Discussion  C. Debate  D. Oral Presentation

4. Identify the least important element in a modern business letter:  
   A. Date  B. Signature  C. Identification Marks  D. Subject

5. Identify the most important element in a modern business letter:  
   A. Attention line  B. Salutation  C. Body  D. Enclosure

6. Choose the right way in which “TO” is punctuated in a letter:  
   A. To,  B. To—  C. To  D. to

7. Choose the right way in which “YOURS SINCERELY” is punctuated in a letter:  
   A. Yours Sincerely  B. Yours sincerely  C. Your’s sincerely  D. yours sincerely

8. Which of the following is correct if you are nervous while delivering a public talk?  
   A. You should apologize for being nervousness  B. You need not apologize for being nervousness  
   C. You should not give a talk if you are nervous  D. You should not look at the audience if you are nervous

9. A newspaper article on photography contains special words that are understandable for only professional photographers. We can say that the article is full of ________.  
   A. Cliches  B. Scientific language  C. Jargons  D. Sesquipedalian words

10. If you use __________ for data collection for your report, the feedback may not be effective due to its unrepresentative information.  
    A. Personal observation  B. Telephone interview  C. Questionnaire  E. Personal Interview

11. Which of the following statement is true for a resume?  
    A. “If I have a perfect resume, that job is mine.”  B. To get positive results in interviews it is important to get the resume written by professionals.  
    C. There is no such thing as the perfect resume.  D. Writing the perfect resume is more important than giving a good performance in the interview.

12. According to __________ “It usually takes more than three weeks to prepare a good impromptu speech.”  
    A. Napolean Hill  B. Norman Vincent Peale  C. Mark Twain  D. Robert Frost

13. While preparing for the interview, it is very important to ________.  
    A. Know the company  B. Know the salary  C. Know the number of vacancy  
    D. Know the male female ratio in the interview panel.
14. Interview questions related to extracurricular activities are basically asked to assess the candidate’s potential for ___________.  
   A. Communication Skills  B. Goal-setting  C. Leadership  D. Coping with stress

15. The interview-question, “What made you choose your major?” is asked to assess ___________.  
   A. Academic qualifications  B. Motivation and Goals  C. Leadership qualities  
   D. Communication Skills.

16. Employers will ___________ if you ask intelligent questions about the position, the company and the product.  
   A. Get angry  B. React favourably  C. React unfavourably  D. React violently

17. Which of the following for a job-interview is never excusable?  
   A. Forgetting to carry the resume  B. Late arrival  C. Dropping something due to nervousness  
   D. Not saying thanks while leaving

18. During the interview, if you are offered something to eat or drink, it is better to _________.  
   A. accept the offer  B. politely decline  C. take for eating/drinking later  D. ask for your favourite choice

19. You should have your hair cut ___________ before the interview.  
   A. one month  B. a couple of days  C. one hour  D. none of the above.

20. The word “sangfroid” implies ___________.  
   A. Singing in high pitch  B. Speaking fluently  C. Being cool in trying circumstances  
   D. Losing temper during difficulty

21. Unless your report is short, you need not combine _______________ with “Conclusions.”  
   A. Bibliography  B. Index  C. Recommendations  D. Illustrations

22. ___________ contains a list of technical words used in the report and their explanations.  
   A. Index  B. Conclusions  C. List of illustrations  D. Glossary

23. In ___________ the entries are in alphabetical order and cross-referenced.  
   A. Index  B. Bibliography  C. References  D. Glossary

24. If the number is small, the items in ____________ are explained in footnotes.  
   A. Index  B. Table of Contents  C. Appendices  D. Glossary

25. The contraction of pupils indicate ____________.  

26. Listening is the __________ part of communication.  
   A. Sending  B. Medium  C. Receiving  D. Feedback

27. “Acknowledgements” is part of the __________ of a report.  
   A. Front matter  B. Back matter  C. Main body  D. None of the above

28. “Abstract” is part of the __________ of a report.  
   A. Front matter  B. Back matter  C. Main body  D. None of the above
29. “Glossary” is part of the ___________ of a report.
   A. Front matter  B. Back matter  C. Main body  D. None of the above

30. “Conclusions” is part of the ___________ of a report.
    A. Front matter  B. Back matter  C. Main body  D. None of the above

31. “Appendices” is part of the ___________ of a report.
    A. Front matter  B. Back matter  C. Main body  D. None of the above

32. ___________ is essential if the report exceeds ten pages.
    A. Table of Contents  B. Bibliography  C. Copyright notice  D. Appendix

33. You should avoid _______ in business letters and job application letters because it conveys an impression of poor planning.

34. In terms of style, the most striking feature in the sentence, “Marry Ann Evans is George Eliot’s nom de plume,” is the use of ____________.

35. A report is a piece of communication and can be considered successful only if it produces in the reader the __________.

36. Shilpa always avoids direct eye-contact while talking to her boss Shankar. This non-verbal behaviour need not mean that she is a dishonest woman because she may be a ________________ person.

37. In non-verbal communication, the study of the use of space, distance and nearness is called as __________.

38. In non-verbal communication, the study of touch is called as ________.

39. Who wrote The Expression of the Emotions in Man and Animals? ________________.

40. As far as job opportunities are concerned, the actual problem in our country is not that of unemployment but of ________________.

41. Nervousness in interviews or public speaking situations are helpful since it produces a substance called __________ in the body and increases the energy level.

42. In the U. S., interview questions concerning marital status or plans and whether or not you have a boyfriend or girlfriend, are ________.

43. Successful interview is a conversation between __________.

44. A ________ is literally a description of an event carried back to someone who was not present on the scene.

45. If you close your letter with a phrase containing a present participle (e.g., Hoping to hear from you soon) you should add ______.
II. Answer the following questions (46 to 62) in a sentence or two. The marks are indicated at the end of each question in brackets.

46. Mention any four significant points that you need to follow while using illustrations in your report. (4)

1. ______________________________________________________________________________________
2. ______________________________________________________________________________________
3. ______________________________________________________________________________________
4. ______________________________________________________________________________________

47. What are the four components of Effective Communication? (4)

1. ___________________ 2. ___________________ 3. ___________________ 4. _______________

48. What are the two factors by which the need for Appendices are decided: (4)

1. ______________________________________________________________________________________
2. ______________________________________________________________________________________

49. Write a bibliography entry using the information given below: (6)
   In 1964, a book entitled “A Short Guide to English Style” was published in London by the Oxford University Press. The author of the book is Mr. Alan Warner. It is an “ELBS Edition.”

50. Convert the above bibliography entry as a footnote reference. The pages consulted are from 38 to 40. (4)

51. Name the six basic facial expressions (3)

1. ________________ 2. ________________ 3. ________________
4. ________________ 5. ________________ 6. ________________

52. Beneath the hundreds of possible questions an employer can ask, the one basic question that underlie all the rest is _________________________________. (2)

53. While the main concern of employers is to select the right person for the right job, the discreet choice they make is between ________________ and _________________. (2)
54. Write any two things that you are not supposed to do while taking a personal interview towards data-collection for your report. (2)

1. ___________________________________________________________________________________

2. ___________________________________________________________________________________

55. What are the three primary dimensions identified by Mehrabian for interpreting non-verbal cues? (3)

1. ___________________  2. ___________________  3. ___________________

56. What are the three “Cs” one should bear in mind while interpreting non-verbal cues? (3)

1. ___________________  2. ___________________  3. ___________________

57. Mention any three challenges to the study of non-verbal communication. (3)

1. ___________________________________________________________________________________

2. ___________________________________________________________________________________

3. ___________________________________________________________________________________

58. Point out any three functions of non-verbal communication. (3)

1. ___________________________________________________________________________________

2. ___________________________________________________________________________________

3. ___________________________________________________________________________________

59. The three most important aspects in interviewing for a position is to _______________, ___________ and _______________ effectively for the interview. (3)

60. Clothing, cleanliness, and grooming are the appearance features that we can change. But three of the appearance features that we cannot change are __________, __________, and __________. (3)

61. Mention any three questions that you need to ask while evaluating the material that you want to use for your report. (3)

1. ___________________________________________________________________________________

2. ___________________________________________________________________________________

3. ___________________________________________________________________________________

62. On an American Resume you may choose whether or not to include your ________________, ________________, ________________, etc., whereas, in an Indian Biodata you generally include them. (3)