

# Online Assessment (Even Sem/Part-I/Part-II Examinations 2019 - 2020)

Course Name - BUSINESS COMMUNICATION II

Course Code - HU401

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- Dip.ME
- MCA
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- MBA
- M.SC.(BT)
- M.TECH(CSE)
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- M.A.(JMC)
- M.A.(ENG)
- M.SC.(MATH)
- M.SC.(MB)

Answer all the questions. Each question carry one mark.

9. 1. Listening is hearing with \_\_\_\_\_.

*Mark only one oval.*

- assention
- assumption
- attention
- assertion

10. 2.The girl whom Rahim loved in his youth was called \_\_\_\_\_.

*Mark only one oval.*

- Radhika
- Rama
- Geeta
- Radha

11. 3. A listener who thinks "I know better than the speaker" is an example of \_\_\_\_\_ barrier

*Mark only one oval.*

- Psychological
- Philosophical
- physiological
- physical

12. 4. An application letter should be following the \_\_\_\_\_ format today.

*Mark only one oval.*

- Block
- Semi block with indentation
- Full Block
- Semi block without indentation

13. 5. While preparing a slide of a PPT, the \_\_\_\_\_ rule should be followed

*Mark only one oval.*

- 4x6
- 5x5
- 5x6
- 6x6

14. 6. The writer of the story "Sparrows" is \_\_\_\_\_.

*Mark only one oval.*

- KH Abbas
- KA Abbas
- KL Abbas
- KK Abbas

15. 7. The action of reading something quickly so as to note only the important points is called \_\_\_\_\_.

*Mark only one oval.*

- Skying
- Skiing
- Screening
- Skimming

16. 8. For \_\_\_\_\_ years his wife had been both the symbol and the target of all his grievances against his family, against society, against life.' - from the story, "Sparrows".

*Mark only one oval.*

- Twenty
- Thirty
- Forty
- Fifty

17. 9.What time management does not do is

*Mark only one oval.*

- It increases your stress level
- Meeting the goals becomes easy
- Minimizes procrastination
- Augments your productivity

18. 10. \_\_\_\_\_ leadership allows team members participate into decision making process.

*Mark only one oval.*

- Democratic
- Transformational
- Participative
- People-oriented leadership

19. 11. \_\_\_\_\_ time managers do one thing at a time.

*Mark only one oval.*

- Chronomatic
- Isolative
- Monochronic
- Polychronic

20. 12. \_\_\_\_\_ is necessary but an insufficient condition for listening.

*Mark only one oval.*

- Responding
- Presenting
- Remembering
- Hearing

21. 13. \_\_\_\_\_ is almost a kind of active listening that involves listening for the purpose of getting pleasure out of it.

*Mark only one oval.*

- Passive listening
- Appreciative listening
- Superficial listening
- Selective listening

22. 14. Too many transfer-stations if exists, like ranks, divisions, etc. In an organization, so it can create an \_\_\_\_\_ barrier to listening.

*Mark only one oval.*

- Physical
- Organizational
- Linguistic
- Cultural



23. 15. \_\_\_\_\_ time managers have a strong tendency to build lifetime relations.

*Mark only one oval.*

- Monochronic
- Diachronic
- Trichronic
- Polychronic

24. 16. Which is not a Team-building stage?

*Mark only one oval.*

- Supporting
- Forming
- Storming
- Performing

25. 17. \_\_\_\_\_ are a combination of people skills, social skills, communication skills, character or personality traits, attitudes, career attributes.

*Mark only one oval.*

- Soft Skills
- Hard skills
- Listening skills
- Technical skills

26. 18. One should avoid using \_\_\_\_\_ in official e-mails

*Mark only one oval.*

- punctuation
- lesser words
- emoticons
- salutation

27. 19. \_\_\_\_\_ is a modern method of assessing students' personality in a group.

*Mark only one oval.*

- Group Dynamics
- Group Lesson
- Group Discussion
- Group Activity

28. 20. No one should try to \_\_\_\_\_ a GD session

*Mark only one oval.*

- Argue
- Detain
- Solve
- Monopolise

29. 21. A positive thing to do in a GD is to \_\_\_\_\_ it.

*Mark only one oval.*

- Imitate
- Irritate
- Initiate
- Intimidate

30. 22. In a Presentation, we should never stuff the slides with \_\_\_\_\_.

*Mark only one oval.*

- Pictures
- Animations
- Graphics
- Texts

31. 23. In a \_\_\_\_\_ style of interview, the interviewers always have a clear agenda and a rigid format.

*Mark only one oval.*

- screening
- stress
- meandering
- directive

32. 24. "Tell us about yourself" is a/an \_\_\_\_\_ question in an interview

*Mark only one oval.*

- open
- closed
- reflective
- probing

33. 25. Listening needs \_\_\_\_\_.

*Mark only one oval.*

- keen observation
- wide recognition
- passive concentration
- deep relation

34. 26. Hearing is a simple \_\_\_\_\_; listening is a complex \_\_\_\_\_.

*Mark only one oval.*

- move; act
- act; process
- process; act
- act; move

35. 27. Hearing is \_\_\_\_\_; listening involves serious human effort.

*Mark only one oval.*

- Phonological
- Natural
- Artificial
- Psychological

36. 28. \_\_\_\_\_ is a kind of listening when the listener have a feeling, “ I know better than him/her (the speaker)”.

*Mark only one oval.*

- Discriminative
- Retrieve
- Combative
- Competitive

37. 29. Unfavourable weather conditions are a part of \_\_\_\_\_ barriers to listening

*Mark only one oval.*

- Physical
- Mental
- Physiological
- Sociological

38. 30. Use of slang, jargon, taboos might be a kind of \_\_\_\_\_ barrier to listening

*Mark only one oval.*

- Cultural
- Rural
- Linguistic
- Physical

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