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BUSINESS COMMUNICATION

1. Communicare means?
   a. Share b. Participate c. Exchange d. All of the above
2. Objectives of businesscommunication ?
   a. decision making b. productivity c. work flow d. all of the above
3. Things that get in the way of message transmission are sometimes called?
   a. sound b. volume c. noise d. none
4. It is talking to oneself in one's own mind ?
   a. interpersonal b. intra personal c. group d. verbal
5. ..... Is one of the barrier of communication
   a. information overload b. lack of sensitivity c. emotion d. all of the above
6. It is the language spoken in office and formal places
   a. informal b. formal c. verbal d. casual
7. In process of communication encoding is?
   a. first b. second c. third d. last
8. The receiver responds to the sender in yes or no or ask further questions this is called
   a. feed back b. understood c. repeatness d. none
9. A letter is a ..... message
   a. verbal b. oral c. written d. formal
10. Characteristics of a letter?
    a. brief b. structure c. beneficial d. all the above
11. An offer is one which is made to definite person is called
    a. general offer b. open offer c. standing offer d. special offer
12. Quotation is ..... offer
    a. Businessb.charityc.both a and b d. none
13. CV stands for
    a. curriculum vitae b. curriculam vita c. curricular vitae d. curriculamvit
14. A..... resume contains a brief summary of your career highlights and qualifications
    a. mini b. targeted c. functional d. chronological

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15. Contents of application letter
a. date b. name c. address d. all of the above
16.The word interview means
a. sight between b. view between c. both a and b d.none
17.The details of interview is decided in advance is
a. structural b. walk in interview c. exit d. group
18.The employer requesting the selected candidates to join in a specific position is known as
a. appointment letter b. offer letter c. corresponding letter d. reference letter
19. When a report is written for business purpose is called
a. business report b. official report c. ordinary report d. none
20.Elements of business report
a. title page b. table c. body d. all the above
21. ..... report are prepared on a regular basis
a. periodic b. irregular c.progress d.none
22. Adhoc committee prepared report is called
a. ethics report b. adhoc report c. advice report d. none
23..... means the position in which you hold your body when standing or sitting
a. posture b. poster c. gesture d. posting
24.A device that makes long sound called
a. siren b. drum c. noise d. none
25.The most important thing in communication is
a. learning b. listening c. seeing d. working
26.The receiver holds preconceived notions called .....listening?
a. discriminative b. biased c. empathic d. false
27.Important dimensions of individual differences are
a. self concept b.attitude c. perception d. all
28. .....is described as a persons view reality?
a. perception b. simulation c. convincing d. none
29.....is the tendency of individual ,when directs them to be inward?
a. Introversion b. extroversion c. extraversion d. none
30.How many types of individual personality?
a. one b. two c. three d. four

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31.TA stands for

a. transactional analysis b. transitional c. transport d. none

32.An adult is.....

a. growing b. grown up c. growing downd.matured

33.The word YOGA comes from ...

a.hindib.sanskritc.bengalid.malayalam

34.World yoga day

a. June 5 b. June 26 c. June 21. June 23

35. 'Pathanjali Yoga Suthra' written by .....

a. Babaramdev b. Sri ravishanker c. patanjali muni d. srisathyasai

36.YAMA means

a. be good b. do good c. see good d. none

37.Merits of management games

a. educational value b. exchange of ideas c. both a and b d.none of these

38.A discussion by and among a group on a specific topic is called.....?

a. group discussion b. business discussion c.individual discussion d. none

39.Quotation contains

a. quality b. quantity c. sale price d. all of the above

40.....letter communicates the inconvenience or problem faced by consumers or customers.

a.follow up letter b.complaint letter c. adjustment letter d. none

41.One-to-one interview is called

a. individual interview b. formal c. exit d. informal

42.....report communicates status and trends from finance a perspectives

a. progress report b. finance report c. decision report d.none

43.Purpose of annual report

a. accountability b. decision making c.both a and b d.none of the above

44.Non verbal communication is through

a. oral b. written c. gestures d. none of these

45.The amount of space that individuals maintain while communication

a. proxemics b. kinesics c. paralanguage d. posture

46.Elements of listening

a.attention b. remembering c. understanding d. all of the above

47.A belief over one's own worth based on an overall self- evaluation

a. self efficacy b. self esteem c. attitude d.none

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48.The tendency of judging the person entirely on the basis of a single trait
a. projection b. attribution c. Halo effect d.none
49.In SWOT 'O'stands for.....
a.opposition b. opinion c. out standing d. opportunity
50.ASANA is equal to
A .gesturesmeditation c. posture d. self discipline

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