



KWAME NKRUMAH UNIVERSITY OF  
SCIENCE AND TECHNOLOGY  
STUDENTS REPRESENTATIVE COUNCIL (SRC)

# DEREK ANDY DADZIE

Prepare adequately  
towards the exams and  
do your best.  
I wish you success!

**SRC FINANCIAL SECRETARY  
HOPEFUL '21**

Progressive Disbursement of Funds (PDF)  
#Idey for you





# FINANCIAL DEREK

## Question 1

Answer saved

Marked out of 1.00

Flag question

Intra personal communication is best expressed when \_\_\_\_\_

Select one:

- ☐ a. A mad man sneezes loudly
- ☒ b. A secretary looks into her diary
- ☐ c. A footballer hugs a hurting team-mate
- ☐ d. A high-spirited lady engages men in argument

FINANCIAL DEREK

## Question 2

Answer saved

Marked out of 1.00

Flag question

Which of the following may not be accepted as an appropriate salutation for a formal letter?

Select one:

- ☐ a. Dear Dada Kwakye
- ☒ b. Dear Mrs. Nani
- ☐ c. Dear Sir
- ☐ d. Dear Madam

# DEREK ANDY DADZIE

## SRC FINANCIAL SECRETARY HOPEFUL 21

Question 9

Answer saved

Marked out of 1.00

Flag question

Which of the following is an appropriate heading for an application letter?

Select one:

- ☒ a. Appointment as a Teacher
- ☐ b. Application for Employment As A Technician
- ☐ c. Application for the Post of a Teacher to Enable Me Contribute To the Growth of Your Business
- ☐ d. Application for a Post AS A Teacher

Question 10

Answer saved

Marked out of 1.00

Flag question

The stage in the meeting process where issues from the previous meeting are discussed is called \_\_\_\_\_.

Select one:

- ☐ a. point of Discussion
- ☒ b. matters arising
- ☐ c. discussion of matters of concern
- ☐ d. discussion of previous minutes

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# FINANCIAL DEREK

Question 29

Not yet  
answered

Marked out of  
1.00

Flag  
question

The Vice Chancellor of KNUST has written a letter to all Heads of Department informing them about a new policy on what investments the Departments can make. This can be described as \_\_\_\_\_

Select one:

- ☐ a. diagonal communication.
- ☐ b. vertical communication.
- ☒ c. downward communication.
- ☐ d. upward communication.

Question 30

Not yet  
answered

Marked out of  
1.00

Flag  
question

Distortion as a communication problem refers to

Select one:

- ☐ a. background interference.
- ☐ b. using the wrong channel.
- ☐ c. using indecent language when communicating.
- ☒ d. loss of intended meaning on the recipient.

Question 9

Answer saved

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# FINANCIAL DEREK

Question 27

Not yet answered

Marked out of 1.00

Flag question

A secretary at Gulper Company has won a lot of admiration because she/he smiles with customers and is ever-ready to offer a handshake anytime a visitor approaches him/her in the office. This secretary knows that his/her work expects the use of \_\_\_\_\_.

Select one:

- ☐ a. verbal cues
- ☒ b. haptics
- ☐ c. interpersonal communication
- ☐ d. non-verbal cues

Question 28

Not yet answered

Marked out of 1.00

Flag question

The stage in the communication process where the recipient seeks the correct meaning of the message is called \_\_\_\_\_.

Select one:

- ☐ a. interpretation
- ☐ b. feedback
- ☒ c. decoding
- ☐ d. channeling



Question 16

Answer saved

Marked out of 1.00

Flag question

Which of the following must go with a regular meeting?

Select one:

- ☒ a. an agenda
- ☐ b. a programme
- ☐ c. an amendment
- ☐ d. a plan

# FINANCIAL DEREK

Question 17

Answer saved

Marked out of 1.00

Flag question

'Noise' in communication simply refers to:

Select one:

- ☐ a. any hindrance to communication.
- ☐ b. only the loud sounds made by humans that prevent one from hearing what was said.
- ☐ c. only the loud sounds made by non-humans to prevent activities to prevent one from hearing clearly.
- ☒ d. any loud sound(s) that can prevent one from hearing what is said.



Question 19

Not yet  
answered

Marked out of  
1.00

Flag  
question

When a person lacks confidence he/she is likely to \_\_\_\_\_.

Select one:

- ☒ a. refuse to engage the eyes in communication
- ☐ b. dress casually
- ☐ c. communicate only with his/her peers
- ☐ d. avoid conflicts

Question 20

Not yet  
answered

Marked out of  
1.00

Flag  
question

The two basic types of communication means that a message is either \_\_\_\_\_ or \_\_\_\_\_.

Select one:

- ☐ a. non-verbal and oral
- ☐ b. verbal and written
- ☐ c. written and oral
- ☒ d. verbal and non-verbal

FINANCIAL DEREK

Next page

# FINANCIAL DEREK

Question 21

Answer saved

Marked out of 1.00

Flag question

Terms of reference normally emanates from one of the following:

Select one:

- ☐ a. the secretary
- ☐ b. government
- ☐ c. authorizing body
- ☒ d. committee chairperson

Question 22

Answer saved

Marked out of 1.00

Flag question

Which one of these illustrates impersonal summarizing -ie-

Select one:

- ☐ a. A soldier carrying a hurting civilian
- ☐ b. A pastor preaching in church
- ☐ c. A madman insulting his in-law
- ☒ d. Gifty Asamoah reading news on Ghana television



Question 14

Answer saved

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Flag question

When someone clears his or her throat to suggest that what he is being told is untrue, we can say the person has communicated using

Select one:

- ☐ a. haptics
- ☐ b. oculosics
- ☐ c. objectics
- ☒ d. vocalics

# FINANCIAL DEREK

Question 15

Answer saved

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Flag question

In preparing to give a speech to senior high school students on the theme "Technological advancement as a catalyst for Social Development", it is recommended that the speaker does all of the following EXCEPT \_\_\_\_\_

Select one:

- ☐ a. give the speech out for review
- ☒ b. limit the kind of information
- ☐ c. audience analysis
- ☐ d. check the amount of time available





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- ☐ d. Dear Madam

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Question 3

Answer saved

Marked out of 1.00

Flag question

An upward communication route may be said to be one of the following:

Select one:

- ☐ a. lateral
- ☒ b. vertical
- ☐ c. diagonal
- ☐ d. circular

Question 19

Answer saved

Marked out of 1.00

Flag question

When a person lacks confidence he/she is likely to \_\_\_\_\_.

Select one:

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- ☐ b. dress casually
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- ☐ d. avoid conflicts

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Select one:

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- ☐ b. verbal and written
- ☐ c. written and oral
- ☒ d. verbal and non-verbal

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Question 12

Answer saved

Marked out of 1.00

Flag question

The use of social media platforms such as Whatsapp to disseminate information among students is an example of \_\_\_\_\_.

Select one:

- ☐ a. inter-personal communication
- ☐ b. intra-personal communication
- ☒ c. impersonal communication
- ☐ d. semi-personal communication

Question 13

Answer saved

Marked out of 1.00

Flag question

Which one the following illustrates impersonal communication?

Select one:

- ☐ a. discussing your challenging with your boss
- ☐ b. receiving an anonymous letter
- ☒ c. listening to the news
- ☐ d. dropping your complaints in a suggestion box

Question 24

Answer saved

Marked out of 1.00

Flag question

Monolineal, bilineal, and multilineal sources of information fall under types of

Select one:

- ☐ a. personal communication
- ☐ b. intra-personal communication
- ☒ c. inter-personal communication
- ☐ d. mass communication

Question 25

Answer saved

Marked out of 1.00

Flag question

Converting an idea into written or spoken form of language is called \_\_\_\_\_.

Select one:

- ☐ a. ideation
- ☐ b. decoding
- ☒ c. encoding
- ☐ d. channelling

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- ☐ c. only the loud sounds made by non-humans to prevent activities to prevent one from hearing clearly.
- ☒ d. any loud sound(s) that can prevent one from hearing what is said.

Question 18

Not yet answered

Marked out of 1.00

Flag question

Congruency in communication means that a message is \_\_\_\_\_.

Select one:

- ☐ a. beneficial
- ☐ b. trustworthy
- ☐ c. revealing
- ☒ d. appealing

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Question 19

When a person lacks confidence he/she is likely to \_\_\_\_\_.



Question 7

Answer saved

Marked out of 1.00

Flag question

Adade wrote a personal letter to the president of Ghana explaining how the one-district-one factory policy can take off in his district. Adade in this case is practising \_\_\_\_\_

Select one:

- ☐ a. horizontal communication
- ☐ b. intrapersonal communication
- ☐ c. impersonal communication
- ☒ d. interpersonal communication.

FINANCIAL DEREK

Question 8

Answer saved

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Flag question

All the following are importance of feedback in communication EXCEPT

Select one:

- ☐ a. it tells the sender whether the message has been interpreted correctly.
- ☐ b. it tells the source what to do next.
- ☒ c. it raises the question of whether the desired result of the message has been achieved.
- ☐ d. it assures the sender that the message has reached the recipient.

Question 22

Answer saved

Marked out of 1.00

Flag question

Which one of these illustrates impersonal communication?

Select one:

- ☐ a. A soldier carrying a hurting civilian
- ☐ b. A pastor preaching in church.
- ☐ c. A madman insulting his in-law.
- ☒ d. Gifty Asamoah reading news on Ghana television.

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Question 23

Answer saved

Marked out of 1.00

Flag question

"Referees" in a CV writing refers to \_\_\_\_\_

Select one:

- ☐ a. people whom you know in your class
- ☐ b. the sources of the information in the CV
- ☒ c. people who can vouch for your competence
- ☐ d. materials cited when writing the CV



Question 26

Not yet  
answered

Marked out of  
1.00

Flag  
question

Physical barrier to effective communication includes all the following EXCEPT

Select one:

- ☐ a. poor contact of cables in internet connectivity
- ☐ b. illegible handwriting
- ☐ c. poor organisation of material
- ☒ d. traditional beliefs

Question 27

Not yet  
answered

Marked out of  
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question

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Select one:

- ☐ a. verbal cues
- ☒ b. haptics
- ☐ c. interpersonal communication
- ☐ d. non-verbal cues

FINANCIAL DEREK

Question 6

Answer saved

Marked out of 1.00

Flag question

All the following are non-verbal types of communication except

Select one:

- ☐ a. facial expression.
- ☒ b. the use of slang.
- ☐ c. colours.
- ☐ d. body language.

# FINANCIAL DEREK

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- ☐ c. impersonal communication
- ☒ d. interpersonal communication



