

Mid I Revision

Total questions: 14

Worksheet time: 10mins

Instructor name: Mariam Aftab

1. _____ implies eliminating wordiness
 - a) Correctness
 - b) Conciseness
 - c) Completeness
2. _____ implies stepping into others' shoes.
 - a) Consideration
 - b) Courtesy
 - c) Correctness
3. _____ implies there are no grammatical errors.
 - a) Conciseness
 - b) Concreteness
 - c) Correctness
4. _____ emphasizes on avoiding complex phrases and enhances the meaning of the message.
 - a) Clarity
 - b) Correctness
 - c) Completeness
5. Which of the following statements is biased-free?
 - a) Every employee is entitled to see her personnel file.
 - b) Every employee is entitled to see his personnel file.
 - c) Every employee is entitled to see their personnel file.
6. Which C from the 7 Cs can be found in the sentence?
The doctor expresses his sympathy while diagnosing his patient.
 - a) consideration
 - b) conciseness
 - c) concreteness
 - d) courtesy

7. Which C describes 'the express of sincere regards of the receivers' interest and you view your message in the receivers eyes before sending it'

- a) concreteness
- b) consideration
- c) courtesy
- d) conciseness

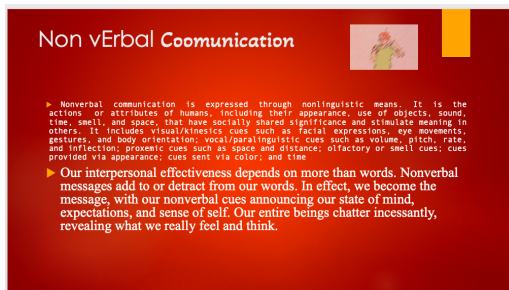
8. Which C is present in the sentence?

The attorney provides evidence to back up his previous statements.

- a) concreteness
- b) conciseness
- c) completeness
- d) correctness

9. Which C describes the proper use of language where grammatical errors are to be avoided at all times?

- a) completeness
- b) conciseness
- c) concreteness
- d) correctness



10.

Identify errors in the given slide and suggest improvement for each error in form of a phrase or a sentence.

11. What is the main purpose of audience analysis?

- a) To plan the content of your presentation
- b) To contextualise your message
- c) To achieve a clear idea about audience
- d) To impress your audience

12. Which one of the following techniques can be used to generate interest among your audience in the presentation?
- a) Using strong non verbals
 - b) Restating your topic and purpose
 - c) Beginning your presentation with a quote or saying
 - d) By conducting Q/A session confidently
13. The major role of slides in a presentation is:
- a) To support key idea(s) and points
 - b) To balance verbal and non verbal communication
 - c) To provide confidence to the presenter
 - d) To distract audience from the presenter
14. Which strategies make listeners more attentive towards their presenter?
- a) Well prepared content
 - b) Visual Aids
 - c) Handouts
 - d) Strong voice and gestures