

Communication Skills: Final Examination

CSE, Semester 2

...

Points: 20/20

1. Open Body Posture or Positive Body Posture normally conveys *
(1/1 Point)

- ☐ Openness
- ☐ Confidence
- ☐ Preparedness
- ☒ All of the above



2. "Be on time" in interview means *
(1/1 Point)

- ☐ Don't be late
- ☐ Don't be early
- ☐ Be early but never be late

☒ Don't be late, and don't be too early



3. In organizations, the group discussions are mainly used for

_____. *

(1/1 Point)

☐ Selection Process

☒ Group Decision Making



☐ Problem identification

☐ All of the above

4. Following is not considered formal font and is not appropriate for Resume or Cover Letter *

(1/1 Point)

☒ Berlin Sans



☐ Times New Roman

☐ Cambria

☐ Aerial

5. _____ will help you build your confidence and delivery technique in an interview. *

(1/1 Point)

☐ Company research

☒ Rehearsal



☐ Powerful resume

☐ Market understanding

6. _____ technique of Group Discussion doesn't require the physical participation. *

(1/1 Point)

- ☒ Delphi Technique
- ☐ Nominal Group
- ☐ Brainstorming
- ☐ Panel Discussion



7. Following is not considered a group communication. *

(1/1 Point)

- ☒ Interview
- ☐ Meeting
- ☐ Group Discussion
- ☐ Panel Discussion



8. "Cover Letter" is also known as _____. *

(1/1 Point)

- ☐ Letter for Job
- ☒ Letter of Interest
- ☐ Reference Letter
- ☐ All of the above



9. "Reverse Chronological order" means *
(1/1 Point)

- ☐ Starting from Birth to present day achievements
- ☐ Starting from Schooling to latest job
- ☐ Details starting from oldest to newest
- ☒ Details starting from newest to oldest

✓

10. Story boarding and Lotus blossom are types of _____ *
(1/1 Point)

- ☐ Group communication
- ☐ Nominal Group Technique
- ☐ Interview Technique
- ☒ Brainstorming Technique

✓

11. The main body of the formal letter is generally divided into _____ sections. *
(1/1 Point)

- ☐ 2
- ☒ 3
- ☐ 4
- ☐ As many as the writer wants

✓

12. A short account of your experience, qualification, and achievements is called _____ *
(1/1 Point)

☐ Bio-Data

☒ Resume



☐ Curriculum Vitae

☐ Cover Letter

13. Your seriousness about the job is conveyed through your

_____. *

(1/1 Point)

☐ Knowledge

☐ Confidence

☒ Dress-up



☐ All of the above

14. In 'Traditional' interactive groups, _____ is given much importance. *

(1/1 Point)

☐ Formality

☐ Knowledge base

☒ Hierarchy



☐ All of the above

15. The Latin word for 'Communication', COMMUNICARE, means *

(1/1 Point)

☒ To share



- ☐ To speak
- ☐ To inform
- ☐ All of the above

16. Enrollment No. & Name *

20124051 & Aditya chauhan

17. _____ interview is nor gradually turning into Skype Interview. *
(1/1 Point)

- ☒ Telephonic Interview
- ☐ Behavioral Interview
- ☐ Panel Interview
- ☐ E-Interview



18. If 'Miss' is used as a title, it means, the letter is addressed to *
(1/1 Point)

- ☐ A Married Female
- ☐ Marital status of the Female is unknown
- ☒ An Unmarried Female
- ☐ An Unmarried Male



19. "Dear Mr. Smith:" - If the salutation is written like this, it means the letter is *

(1/1 Point)

- ☐ Informal
- ☐ in Modified Block Layout
- ☐ Serious
- ☒ in Block Layout



20. Functional resume highlights your _____. *

(1/1 Point)

- ☐ Qualifications
- ☐ Experience
- ☒ Skills
- ☐ All of the above



21. How will you research about the company? *

(1/1 Point)

- ☐ Through internet
- ☐ Through news reports
- ☐ By talking to people working/worked there
- ☒ All of the above



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