



Vu Buddy- ENG201

1. **Appearance and clothes are important and highly visible part of ----- communication.**
 - a. Verbal
 - b. Circular
 - c. Lateral
 - d. Non-verbal
2. **Which of the following is synonymous to 'implicit'?**
 - a. hidden
 - b. precise
 - c. unambiguous
 - d. specific
3. **The ----- communication involves planning and execution of effective presentations, controlling group behavior and conducting effective meetings.**
 - a. business
 - b. written
 - c. verbal
 - d. oral
4. **The persuasive argument has two elements; a ----- and evidence to ----- your claim.**
 - a. discussion, refute
 - b. claim, refute
 - c. discussion, support
 - d. claim, support
5. **'Procedures' and 'work plans' are the sections of ----- .**
 - a. proposals
 - b. resumes
 - c. inquiry letters
 - d. job application letters

6. **Poor organization and incompleteness are the prominent features of _____ method of delivery.**
- a. Memorization
 - b. Extempore
 - c. Reading
 - d. Impromptu
7. **When employees receive appropriate _____ communication from the management, they become motivated and efficient.**
- a. horizontal
 - b. vertical
 - c. downward
 - d. upward
8. **Documents that are meant to 'enact' something include authorization memoranda and _____.**
- a. acceptance letters
 - b. resumes
 - c. recommendation letters
 - d. inquiry letters
9. **While delivering a presentation your personal appearance affects your _____.**
- a. confidence
 - b. delivery
 - c. credibility
 - d. creativity
10. **In the communication process, a receiver is _____.**
- a. the person who prepares the buffer
 - b. the person who designs the message
 - c. the person who encodes the message
 - d. the person who decodes the message

Printed by BC240409225

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