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|  | **BAHRIA UNIVERSITY, (Karachi Campus)**  *Department of Software Engineering*  **Quiz 1 - Spring 2021** |  |

COURSE TITLE: **Communication Skills** COURSE CODE: HSS-120

Class: **BSE-IV (A)** Shift: **Morning**

Course Instructor: **Nasir Ullah Khan** Time Allowed:  **25 min.**

Date: **4/4/2021** Max. Marks: **20 Marks**

1. As per the definition of communication, Communication is the Exchange of
2. Opinion, Facts
3. Emotions, Opinion
4. Facts, Emotion
5. Graphical user interface, text, application, chat or text message

   Description automatically generatedOpinions, Facts, Emotion

1. Through What medium a person can better communicate?
2. Text message
3. Email
4. Phone
5. Face to face Speaking  
     
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6. In oral communication, what matters most is\_\_\_\_\_\_\_
7. When you say it
8. How you say it
9. Where you say it
10. Graphical user interface, text, application, chat or text message

    Description automatically generatedWhat you say it
11. While giving presentation your poise should be:
12. Nervous and angry
13. Confident and relaxed
14. Annoyed
15. Shy  
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16. Effective Presentations have rules to achieve one of the following:
17. to impress the audience
18. Some people are not very good at communicating and to satisfy them
19. It is to divert their thoughts
20. It is to make sure everyone understands the presentation  
      
      
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21. Communication is the task of imparting \_\_\_\_\_\_\_\_
22. Non-Verbal
23. Verbal
24. Information in the form of message
25. Written  
      
      
      
    Graphical user interface, text, application, chat or text message

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26. A speaker’s response to an audiences’ question should be given by…..
27. Telling the audience to shut-up
28. Telling the audience,“I am not ready to answer.”
29. Answering the audiences’ question clearly, completely and softly at the appropriate time.
30. Answering the audiences’ questions with soft tone.  
      
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31. Barrier to your presentation skills could one of the following. Choose the best:
32. Using technical jargons
33. Clarity in speech
34. Para-Verbal
35. Imparting Ideas

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1. While giving presentation presenter needs to look …….
2. At the slides all the time
3. At your notes so you get the correct info
4. **In the eyes of random people in your audience**
5. At the chins of individuals in your audience
6. If you keep text to a minimum on each slide, one of the following purpose is achieved.
7. the focus is on you as a speaker
8. To help make your presentation longer
9. the pictures are easier to see
10. To make sure the audience can read everything you have to tell them  
      
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11. When you reach the reception of the company you are visiting

1. you should say a greeting. 2. identify yourself and your affiliation 3. ask for the person to whom you would like to speak -- Which is the correct sequence.

1. 1-3-2
2. 1-2-3
3. 3-1-2
4. 3-2-1  
     
     
   Graphical user interface, text, application

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12. If your presentation slides contain grammar errors and word choice mistakes, your audience will

1. be understanding if they are an internal audience member.
2. question your professionalism.
3. expect some grammatical errors since everyone is busy.
4. be surprised that autocorrect features of word processing software did not catch them.  
     
     
     
     
     
     
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13. Scenario: You ask a co-worker if they can help you with a client, they cross their arms and roll their eyes but do not say anything. Have they communicated?

1. No, when they answer you they will have communicated back, completing two-way communication
2. No, but they are being rude.
3. Yes, they have used non-verbal communication
4. Sort of, you won’t really know until they answer though  
     
     
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14. One is the best way for communication \_\_\_\_\_\_\_\_\_\_\_\_

1. Only Non-Verbal cues
2. Para-verbal
3. Written
4. Verbal and Written both  
     
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15. Effective communication can only be achieved when \_\_\_\_\_\_\_\_\_\_\_\_\_\_

(1) The audience is understood (2) Feedback is encouraged (3) Thoughts are organized

1. (1) only
2. (2), (3) only
3. (1), (2) only
4. (1), (2) & (3)   
     
     
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16. Can Oral communication still take place even without the Speaker?

1. Yes, if there’s a written source of information.
2. No, the Speaker is always a must in the communication process.
3. Yes if only non-verbal exists.
4. Yes, if the Speaker decides to be the listener.  
     
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17. Speaking on phone is one of the type of communication: Choose one from the given options.

1. Nonverbal communication
2. Verbal and tone of voice
3. Verbal and body language
4. Verbal

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18. Oral communication is a medium of transmitting meaning by means of sounds produced by\_\_\_\_\_\_\_\_

1. Nervous organs
2. Vocal organs
3. Respiratory organs
4. Digestive organs  
     
     
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19. In a presentation a hook is…..

1. a kind of a presenter eats before a presentation
2. used to grab the attention of listeners’ at the start of a presentation
3. the evil character's one hand in Peter Pan
4. Attaining the objective of presentation   
     
     
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20. Inviting employees to attend annual report meeting’ is a type of \_\_\_\_\_\_\_ oral communication

1. Informal
2. Formal
3. Both of these
4. None of these  
     
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21. Communication without words is known as:

1. Non-Verbal
2. Verbal
3. Written
4. Spoken  
     
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