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|  | **BAHRIA UNIVERSITY, (Karachi Campus)**  *Department of Software Engineering*  **Quiz 2 - 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: **29/6/2021** Max. Marks: **10 Marks**

Name: **M MUAZ SHAHZAD** ENROLLMENT  **02-131202-081**

Q1.

\_\_\_\_\_ implies eliminating wordiness

* Completeness
* **Conciseness**
* Correctness
* Clarity

Q2.

\_\_\_\_\_\_ implies 'stepping into others' shoes'.

1. Courtesy
2. **Consideration**
3. Correctness
4. Clarity

Q3.

\_\_\_\_\_\_\_ implies there are no grammatical errors.

1. **Correctness**
2. Conciseness
3. Concreteness
4. Clarity

Q4.

\_\_\_\_\_\_\_ emphasizes on avoiding complex phrases and enhances the meaning of the message.

1. Correctness
2. Completeness
3. **Clarity**
4. Consideration

Q5.

\_\_\_\_\_ means expressions that repeat meanings in a single sentence.

1. Cliche
2. Redundancy
3. Slang
4. **Verbose**

Q6.

Which of the following statements is biased-free?

1. Every employee is entitled to see his personnel file.
2. Every employee is entitled to see her personnel file.
3. **Every employee is entitled to see their personnel file.**

Q7.

What C from the 7 Cs can be found in the sentence

the doctor expresses his sympathy while diagnosing his patient

1. Conciseness
2. Concreteness
3. **courtesy**
4. consideration

Q8.

What C is present in the sentence

The attorney provides evidence to back up his previous statements

1. Concreteness
2. **Conciseness**
3. completeness
4. correctness

Q9.

what C is violated in the following:

Hi Jude,

I would like to discuss the quarterly ABC campaign with you. This will require for us to take full time and part time staff in the ABC company. This will enhance our brand image. We'll talk in detail tomorrow.

1. **Conciseness**
2. Correctness
3. Courtesy
4. Completeness

Q10.

What C describes a message that is based on facts and geared towards the receivers perception of the world

1. **Completeness**
2. Concreteness
3. clarity
4. Courtesy