

**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

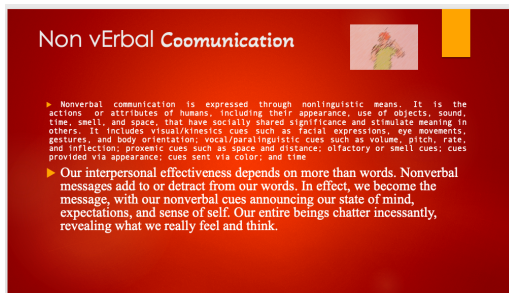
9. Which C describes the proper use of language where grammatical errors are to be avoided at all times?

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.

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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