



MCM301-Mass
Communication
(Solved MCQ's)
LECTURE FROM
(23 to 45)



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Question # 1

All of the following steps are essential to an effective response of questions

EXCEPT:

Select correct option:

Listen

Discern

Anticipation

Answer

Question # 2

When applied to business messages 'correctness' means all of the following,

EXCEPT:

Select correct option:

Use the right level of language

Check accuracy of words, information and data

Use correct grammar and punctuation

Check font style

Question # 3

Which of the following is NOT among the drawbacks of using computerized design programs?

Select correct option:

Poorly conceived messages

Simplistic presentations

Design over content

Overly complex presentations

Question # 4

Supporting material can serve which of the following functions?

Select correct option:

Apply clarity

Increase interest

Provide proof

All of the given options

Question # 5

How can the credibility of a presenter be increased?

Select correct option:

Being well dressed and well groomed

Complimenting the audience

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Demonstrating your sincerity

All of the given options

Question # 6

Which of the following are central features of a group?

Select correct option:

Interaction

Mutual influence

Interdependence

All of the given options

Question # 7

All of the following are the types of comments from an audience EXCEPT:

Select correct option:

Agreement

Addition

Objection

Arbitrate

Question # 9

Suppose there is a group meeting and in the end all the group members agree on the final decision through discussion and debate. What kind of solution is it?

Select correct option:

Consensus

Compromise

Arbitration

Majority vote

Question # 10

Which of the following is not a guideline for courteous writing?

Select correct option:

Respond late

Exclude irritating expressions

Include meaningful apologies

Omit discourteous wording

Question # 11

Writing with a you-attitude shows sincere _____ for the reader.

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Select correct option:

Apathy

Concern

Sympathy

Curiosity

Question # 12

All of the following are the common reasons for disruptive behavior EXCEPT one. Which one is that?

Select correct option:

Resistance to change

Resentment of the presenter

Repetition of behavior that is successful for the detractor

Reappearance of the presenter

Question # 13

Which one of the following seating is the least comfortable for an audience, especially for presentations that last longer than an hour?

Select correct option:

U-formation

Modified T-formation

Conventional classroom style

Conventional theater style

Question # 14

Which one of the following refers to the seating arrangement in which people in the audience are seated in rows and columns without tables?

Select correct option:

Theater-style arrangement

Conventional classroom style

Modified T-formation

V-formation

Question # 16

Which one of the following is suitable for both promotional and informational es?

Select correct option:

V-formation

Modified T-formation

T-formation

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U-formation

Question # 18

A speech designed to change or reinforce the audience's beliefs or actions.

This is an example of:

Select correct option:

Informative speech

Ceremonial speech

Persuasive speech

None of the given options

Question # 20

While using a flip board in presentation, 6x6 formula is used. What does it refers to?

Select correct option:

6 sentences with 6 different colors on one chart

6 words in every sentence written in 6 different colors

6 sheets on flip board

6 lines, each having 6 words on a sheet

Question # 21

Visual aids perform which of the following functions?

Select correct option:

Emphasizing important points

Illustrating how things work

Illustrating how things related to one another

All of the given options

Question # 22

Business associates can be a helpful source for:

Select correct option:

Identifying probable questions and objections

Can reveal questions and concerns

It is helpful to recall the questions

None of the given options

Question # 23

Which one of the following should not be interpreted to mean brevity, which will result in an incomplete message?

Select correct option:

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Conciseness

Correctness
Consideration
Courtesy

Question # 24

When do you think groups, rather than individuals working alone, should be used to solve a problem?

Select correct option:

When the task requires a limited amount of information and skills

When a quick resolution is essential

When commitment to the decision is important

When the task is fairly simple and straightforward

Question # 25

Which one of the following information is true about bar charts, simple column charts and multi-column charts?

Select correct option:

All can be used effectively for the same purpose

Can be used to illustrate varied values

Are usually illegal for visual aids

Are usually not good visual aids

Question # 26

What is the basic requirement of Coordinating behavior?

Select correct option:

It requires that group members be in the same geographic area

It requires the use of verbal communication only

It requires the use of nonverbal communication only

It requires the exchange of messages whether verbal or nonverbal

Question # 27

Which one of the following is not required to keep conciseness in writing?

Select correct option:

Including only relevant material

Adding extra and unrelated information

Eliminating wordy expressions

Avoiding unnecessary repetition

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Question # 28

If your objective is to try to change what an audience thinks or does, what should be your general goal or general purpose?

Select correct option:

To inform

To persuade

To teach

To entertain

Question # 29

When considering objects or models as visual aids, the presenter should consider which of the following point?

Select correct option:

Objects and models are too big to use in a presentation

Audience-members can easily learn as much from other visual aides

The object or model needs to be passed around the audience during the speaker's presentation so the audience-members can get a look at it while it is described

There are situations in which the object being discussed or a realistic model makes the best support

Question # 30

Diagrams are excellent for conveying all of the following, except :

Select correct option:

Information about size

Information about shape

Information about structure

Information about audience

Question # 31

When using visuals in a presentation, which of the following should be avoided?

Select correct option:

Taking time to explain the visual.

Fitting the visual to the material being discussed.

Talking to the visual.

None of the given options

Question # 32

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Which one of the following is suitable for both promotional and informational presentations in either the Proactive or Interactive modes?

Select correct option:

V-formation

Modified T-formation

T-formation

U-formation

Question # 33

In which stage of Group formation Members work to solve conflicts and recognize acceptable kinds of conduct?

Select correct option:

Forming

Storming

Norming

Performing

Question # 34

_____ is often regarded as an undesirable thing, which prevents the best ideas from being adopted.

Select correct option:

Compromise

Compulsion

Impulsion

Perception

Question # 35

With a limited time frame available for presentation, the Q & A session is conducted:

Select correct option:

At the end of a presentation

During a presentation

Before a presentation

Not at all

Question # 36

Which one of the following group often meets face to face with a common purpose in mind?

Select correct option:

Informal group

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Formal group
Universal group
Standard group

Question # 37

All of the following are the benefits of handouts EXCEPT:

Select correct option:

Handouts eliminate the need for note taking.
Handouts provide an accurate record of the information being presented.
Handouts can be used with all types of presentation media.

Handouts passed out in advance tend to cause attendees to prejudge the presenter and/or the presentation.

Question # 38

Which one of the following seating is more common for proactive presentation delivered to large audiences?

Conventional theatre style.

Conventional classroom style
Modified T- formation
V-formation

Question # 39

Business associates can be helpful for

Identifying probable questions & objections

Can reveal questions and concerns
It is helpful to recall the questions
None of the above options

Question # 40

A presenter who speaks too loudly may be perceived as
Bombastic
Aggressive
Insensitive to listeners

All of the above options

Question # 41

Which one of the following is most appropriate when using problem/solution method?

Chronological
Topical

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Logical

Spatial

Question # 42

Which types of speaking relies on speaking notes

Manuscript

Memorized

Impromptu

Extemporaneously

Question # 43

Which of the following is the skill of speaking in distinct syllables

Articulations

Fillers

Inflection

Monotone delivery

Question # 44

Which one of following is the most formal type of speech delivery

Manuscript

Memorized

Impromptu

Extemporaneous

Question # 45

In a comfortable setting, people in the audience can do all of the following, EXCEPT

See clearly

Hear on edge

Sit comfortably

Focus attentively

Question # 46

Which one of the following is method of arranging information by dividing it into parts

Spatial pattern

Chronological pattern

Topical pattern

Logical pattern

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Question # 47

What is the average rate of the speech

130 words/minute

140 words/minute

150 words/minute

160 words/minute

Question # 48

When applied to business messages 'correctness' means all of the following, EXCEPT:

Select correct option:

Use the right level of language

Check accuracy of words, information and data

Use correct grammar and punctuation

Check font style

Question # 49

All of the following are considered as the core values of correctness, except:

Select correct option:

Proper grammar

Punctuation

Spelling

Loudness

Question # 50

Which of the given sentences is bias free?

Select correct option:

Please share this report with your supervisor.He will find it interesting.

Mr. Usman, aged 55, has just joined our Technical Department.

Mr. Umer is an unusually tall Asian.

Workers with physical disabilities face many barriers on the job.

Question # 51

All of the following are the benefits of handouts EXCEPT:

Select correct option:

Handouts eliminate the need for note taking.

Handouts provide an accurate record of the information being presented.

Handouts can be used with all types of presentation media.

Handouts passed out in advance tend to cause attendees to prejudge the presenter and/or the presentation.

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Question # 52

Which one of the following should not be interpreted to mean brevity, which will result in an incomplete message?

Select correct option:

Conciseness

Correctness

Consideration

Courtesy

Question # 53

All of the following statements about groups are true, EXCEPT:

Select correct option:

Group members strive to achieve some common purpose

Group members influence and are influenced by one another

Group members are interdependent

Group members must interact face-to-face.

All of the following statements about groups are true

Question # 54

All of the following are the common reasons for disruptive behavior EXCEPT one. Which one is that?

Select correct option:

Resistance to change

Resentment of the presenter

Repetition of behavior that is successful for the detractor

Reappearance of the presenter

Question # 55

A speech designed to change or reinforce the audience's beliefs or actions.

This is an example of:

Select correct option:

Informative speech

Ceremonial speech

Persuasive speech

None of the given options

Question # 56

A presenter can prepare effective responses by which of the following?

Select correct option:

Anticipating

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Answering

Revising

All of the above

Question # 57

Effective writers visualize the _____ before starting to write.

Select correct option:

Story

Reader

Colours

Publisher

Question # 58

Which of the following are central features of a group?

Select correct option:

Interaction

Mutual influence

Interdependence

All of the given options

Question # 59

Which of the following can help the presenter to avoid a computer catastrophe?

Select correct option:

Have a contingency plan

Have back-up technical support available

Use the Internet in real-time

Question # 60

Have a contingency plan and back-up technical support available

Business associates can be a helpful source for:

Select correct option:

Identifying probable questions and objections

Can reveal questions and concerns

It is helpful to recall the questions

None of the given options

Question # 61

Suppose there is a group meeting and in the end all the group members agree on the final decision through discussion and debate. What kind of solution is it?

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Select correct option:

Consensus

Compromise

Arbitration

Majority vote

Question # 62

With a limited time frame available for presentation, the Q & A session is conducted:

Select correct option:

At the end of a presentation

During a presentation

Before a presentation

Not at all

Question # 63

When do you think groups, rather than individuals working alone, should be used to solve a problem?

Select correct option:

When the task requires a limited amount of information and skills

When a quick resolution is essential

When commitment to the decision is important

When the task is fairly simple and straightforward

Question # 64

Which one of the following group often meets face to face with a common purpose in mind?

Select correct option:

Informal group

Formal group

Universal group

Standard group

Question # 65

All of the following are considered as some basic truths about human nature that help us humanize our business messages, EXCEPT:

Select correct option:

People are self-centered

People are defensive

People are perfect

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People expect courtesy

Question # 66

When does a presentation begin?

Select correct option:

The moment you begin speaking.

The moment you are asked to give a presentation.

The moment you are in view of your listeners.

The moment you decide on a topic for your presentation.

Question # 67

Which one of the following seating is the least comfortable for an audience, especially for presentations that last longer than an hour?

Select correct option:

U-formation

Modified T-formation

Conventional classroom style

Conventional theater style

Question # 68

Which of the following is the most appropriate definition of group communication?

Select correct option:

Two or more persons who are interacting with one another during which mutual influence is taking place

Any interaction between two or more persons

Any time two or more persons influence each other

Any collection of two or more persons

Question # 69

All of the following tactics can be employed for dealing with disruptive incidents EXCEPT:

Select correct option:

Detour

Delay

Dismiss

Drag

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Question # 70

In which stage of Group formation Members work to solve conflicts and recognize acceptable kinds of conduct?

Select correct option:

Forming

Storming

Norming

Performing

Question # 71

Where does immediacy come from during a presentation?

Select correct option:

Looking at your notes

Standing

Dressing with authority

Making eye contact

Question # 72

If your objective is to try to change what an audience thinks or does, what should be your general goal or general purpose?

Select correct option:

To inform

To persuade

To teach

To entertain

Question # 73

All of the following are the common reasons for disruptive behavior EXCEPT one. Which one is that?

Select correct option:

Resistance to change

Resentment of the presenter

Repetition of behavior that is successful for the detractor

Reappearance of the presenter

Question # 74

Select which sort of information you will include in your statement when you need to answer concisely:

Select correct option:

Include all information

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Include irrelevant information too

Include authentic statement

To the point information

Question # 75

All of the following are the elements of effective written communication, EXCEPT:

Select correct option:

Courtesy

Correctness

Conciseness

Cleanliness

Question # 76

Which of the following are central features of a group?

Select correct option:

Interaction

Mutual influence

Interdependence

All of the given options

Question # 77

To keep a sentence effective, the suggested average sentence length is:

Select correct option:

17 to 20 words

20 to 30 words

30 to 40 words

More than 40 words

Question # 78

Which of the given sentences is bias free?

Select correct option:

Please share this report with your supervisor. He will find it interesting.

Mr. Usman, aged 55, has just joined our Technical Department.

Mr. Umer is an unusually tall Asian.

Workers with physical disabilities face many barriers on the job.

Question # 79

Q&A is an abbreviation of which of the following?

Select correct option:

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Quest and availability

Question and answer

Question and anticipation

Query and audience

Question # 80

Which one of the following should not be interpreted to mean brevity, which will result in an incomplete message?

Select correct option:

Conciseness

Correctness

Consideration

Courtesy

Question # 81

“His black assistant speaks more clearly than he does”. Which kind of biasness this sentence shows?

Select correct option:

Gender biasness

Racial biasness

Age biasness

Disability biasness

Question # 82

When do you think groups, rather than individuals working alone, should be used to solve a problem?

Select correct option:

When the task requires a limited amount of information and skills

When a quick resolution is essential

When commitment to the decision is important

When the task is fairly simple and straightforward

Question # 82

Which one of the following group often meets face to face with a common purpose in mind?

Select correct option:

Informal group

Formal group

Universal group

Standard group

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Question # 83

Which one of the following refers to the seating arrangement in which people in the audience are seated in rows and columns without tables?

Select correct option:

Theater-style arrangement

Conventional classroom style

Modified T-formation

V-formation

Question # 84

Which one of the following is suitable for both promotional and informational presentations in either the Proactive or Interactive modes?

Select correct option:

V-formation

Modified T-formation

T-formation

U-formation

Question # 85

Which of the following is not a guideline for courteous writing?

Select correct option:

Respond late

Exclude irritating expressions

Include meaningful apologies

Omit discourteous wording

Question # 86

All of the following are the common reasons for disruptive behavior EXCEPT one. Which one is that?

Select correct option:

Resistance to change

Resentment of the presenter

Repetition of behavior that is successful for the detractor

Reappearance of the presenter

Question # 87

Which of the following is the appropriate response to a comment of agreement?

Select correct option:

I agree with it.

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That's a very good point

Thank you

That's not right

Question # 88

Effective writers visualize the _____ before starting to write.

Select correct option:

Story

Reader

Colours

Publisher

Question # 89

With a limited time frame available for presentation, the Q & A session is conducted:

Select correct option:

At the end of a presentation

During a presentation

Before a presentation

Not at all

Question # 90

Which of the following is NOT among the drawbacks of using computerized design programs?

Select correct option:

Poorly conceived messages

Simplistic presentations

Design over content

Overly complex presentations

Question # 91

When does a presentation begin?

Select correct option:

The moment you begin speaking.

The moment you are asked to give a presentation.

The moment you are in view of your listeners.

The moment you decide on a topic for your presentation.

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Question # 92

Which one of the following is suitable for both promotional and informational presentations in either the Proactive or Interactive modes?

Select correct option:

V-formation

Modified T-formation

T-formation

U-formation

Question # 93

Which one of the following is not required to keep conciseness in writing?

Including only relevant material

Adding extra and unrelated information

Eliminating wordy expressions

Avoiding unnecessary repetition

Question # 94

Supporting material can serve which of the following functions?

Select correct option:

Apply clarity

Increase interest

Provide proof

All of the given options

Question # 95

Which one of the following should not be interpreted to mean brevity, which will result in an incomplete message?

Select correct option:

Conciseness

Correctness

Consideration

Courtesy

Question # 96

_____ is the language of business correspondence written for a general readership.

Select correct option:

Informal English

Formal English

Common English

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African English

Question # 97

Visual aids perform which of the following functions?

Select correct option:

Emphasizing important points

Illustrating how things work

Illustrating how things related to one another

All of the given options

Question # 98

A presenter can prepare effective responses by which of the following?

Select correct option:

Anticipating

Answering

Revising

All of the above

Question # 99

Tributes, acceptance, inspiration, speaking after-dinner, & master of ceremonies are examples of:

Select correct option:

Informative speech

Ceremonial speech

Informative speech

None of the above

Question # 100

Which one of the following arrangement is a modification of conventional classroom seating?

Select correct option:

U-formation

T-formation

Modified T-formation

V-formation

Question # 101

Which one of the following seating is the least comfortable for an audience, especially for presentations that last longer than an hour?

Select correct option:

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U-formation

Modified T-formation

Conventional classroom style

Conventional theater style

Question # 102

How can the credibility of a presenter be increased?

Select correct option:

Being well dressed and well groomed

Complimenting the audience

Demonstrating your sincerity

All of the given options

Question # 103

Which of the following is not a guideline for courteous writing?

Select correct option:

Respond late

Exclude irritating expressions

Include meaningful apologies

Omit discourteous wording

Question # 104

Which one of the following group often meets face to face with a common purpose in mind?

Select correct option:

Informal group

Formal group

Universal group

Standard group

Question # 105

All of the following tactics can be employed for dealing with disruptive incidents EXCEPT:

Select correct option:

Detour

Delay

Dismiss

Drag

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Question # 106

Effective writers visualize the _____ before starting to write.

Story

Reader

Colours

Publisher

Question # 107

All of the following are considered as the core values of correctness, except:

Proper grammar

Punctuation

Spelling

Loudness

Question # 108

Which of the following is NOT used in oral speaking style?

Mostly long sentences

Personal pronouns freely

Active voice

Contractions often

Question # 109

Supporting material can serve which of the following functions?

Apply clarity

Increase interest

Provide proof

All of the given options

Question # 110

Which one of the following seating is the least comfortable for an audience, especially for presentations that last longer than an hour?

U-formation

Modified T-formation

Conventional classroom style

Conventional theater style

Question # 111

Writing with a you-attitude shows sincere _____ for the reader.

Apathy

Concern

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Sympathy

Curiosity

Question # 112

Tributes, acceptance, inspiration, speaking after-dinner, & master of ceremonies are examples of:

Informative speech

Ceremonial speech

Informative speech

None of the above

Question # 113

Diversity is important to the success of groups. What does it mean?

Group members should tolerate diversity

Group members should encourage and support diversity

Group members should be honest in their personal views toward diversity

Co-cultures can contribute to group dysfunction if differences dominate group goals

Question # 114

Which one of the following refers to the seating arrangement in which people in the audience are seated in rows and columns without tables?

Theater-style arrangement

Conventional classroom style

Modified T-formation

V-formation

Question # 115

How can the credibility of a presenter be increased?

Being well dressed and well groomed

Complimenting the audience

Demonstrating your sincerity

All of the given options

Question # 116

Which of the following is the most appropriate definition of group communication?

Two or more persons who are interacting with one another during which mutual influence is taking place

Any interaction between two or more persons

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Any time two or more persons influence each other
Any collection of two or more persons

Question # 117

_____ is the language of business correspondence written for a general readership.

Informal English

Formal English

Common English

African English

Question # 118

A presenter can prepare effective responses to questions by following all of the given steps EXCEPT one. Which one is that?

Anticipating

Answering

Recording

Rehearsing

Question # 119

All of the following are the types of comments from an audience EXCEPT:

Agreement

Addition

Objection

Arbitrate

Question # 120

“His black assistant speaks more clearly than he does”. Which kind of biasness this sentence shows?

Gender biasness

Racial biasness

Age biasness

Disability biasness

Question # 121

All of the following steps are essential to an effective response of questions EXCEPT:

Listen

Discern

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Anticipation

Answer

Question # 121

Which of the following can help the presenter to avoid a computer catastrophe?

Have a contingency plan

Have back-up technical support available

Use the Internet in real-time

Have a contingency plan and back-up technical support available

Question # 122

When do you think groups, rather than individuals working alone, should be used to solve a problem?

When the task requires a limited amount of information and skills

When a quick resolution is essential

When commitment to the decision is important

When the task is fairly simple and straightforward

Question # 123

With a limited time frame available for presentation, the Q & A session is conducted:

At the end of a presentation

During a presentation

Before a presentation

Not at all

Question # 124

Which one of the following seating is most common for proactive presentation delivered to large audiences?

Conventional theater style

Conventional classroom style

Modified T-formation

V-formation