

Professional Online Academy Vu Topper RM



ENG-301

Business Communication

Update MCQ'S Mid Term



Follow Us on YouTube:
[@vutopperrm](https://www.youtube.com/@vutopperrm)

For More Help Contact What's app Me!!!
Number's = # 0322-4021365, 0316-4980094

Rizwan Manzoor
[Vu Topper RM](https://www.youtube.com/@vutopperrm)

وَتَعَزُّ مَنْ تَشَاءُ وَتَذِلُّ مَنْ تَشَاءُ

VU
TOPPER RM

Our Services

- Assignments
- Quiz & Gdb's
- LMS Handling
- Online Classes
- Lectures Views
- Project Handling
- Important Notes

Result

85% To
100%

Professional Online Academy

پہلے ہمارے سٹوڈنٹس کے رزلٹ دیکھیں
پھر ہم سے سروسز لیں

www.youtube.com/@vutopperrm



Contact us
0322 4021365
0316 4980094

بری صحبت سے تنہائی بہتر ہے اور تنہائی سے نیک صحبت بہتر ہے

For More Help Contact What's app 03224021365

Question No:1

(Marks:1)

Vu-Topper RM

Mark the following statements as True or False.

Written communication is more formal with focus on contents.

A. True

B. False

Question No:2

(Marks:1)

Vu-Topper RM

Use the direct approach when the audience is:

A. None of above

B. Displeased

C. Annoyed

D. Interested

Question No:3

(Marks:1)

Vu-Topper RM

In organizations, the flow of communication sometimes slows down because there are too many:

A. managers

B. channels

C. hierarchical levels

D. departments

Question No:4

(Marks:1)

Vu-Topper RM

-----are important and highly visible parts of nonverbal communication.

A. Appearance, cloths

B. Letters and memos

C. Pamphlet, leaflets

D. Document, registry

برى صحبت سے تنهائى بهتر ہے اور تنهائى سے نيك صحبت بهتر ہے

For More Help Contact What's app 03224021365

Question No:5

(Marks:1)

Vu-Topper RM

Communication is affected by the _____ environment.

- A. Aerial
- B. None of the given options
- C. Metaphysical
- D. Physical**

Question No:6

(Marks:1)

Vu-Topper RM

_____ are objects used to convey nonverbal messages about self-concept, image, mood, feeling or style.

- A. Proximity
- B. Environment
- C. Artifacts**
- D. Culture

Question No:7

(Marks:1)

Vu-Topper RM

The informal network that is known as the grapevine,_____.

- A. carries information along the organization's formal chain of chain of command
- B. always contains accurate information
- C. is used by savvy managers to spread and receive informal messages**
- D. deals exclusively with official matters

Question No:8

(Marks:1)

Vu-Topper RM

Give your audience a framework for understanding the _____ you communicate.

- A. types
- B. ideas**
- C. ways

بري صحبت سے تھائی بہتر ہے اور تھائی سے نیک صحبت بہتر ہے

For More Help Contact What's app 03224021365

D. source

Question No:9

(Marks:1)

Vu-Topper RM

_____ meanings name objects, people or events without indicating positive or negative qualities.

- A. Denotative**
- B. Implied
- C. Connotative
- D. Suggested

Question No:10

(Marks:1)

Vu-Topper RM

If you have bad news, begin your message with a_____.

- A. buffer**
- B. announcement
- C. request
- D. main idea

Question No:11

(Marks:1)

Vu-Topper RM

_____ refers to the form of communication which uses spoken and written words for expressing and transferring views and ideas.

- A. Oral communication
- B. Nonverbal communication
- C. Spoken communication
- D. Verbal communication**

Question No:12

(Marks:1)

Vu-Topper RM

Chinese sign their last name first because -----.

- A. they give importance to the institute of family
- B. it is a demand of their individual cultural variables

برى صحبت سے تنہائی بہتر ہے اور تنہائی سے نیک صحبت بہتر ہے

For More Help Contact What's app 03224021365

C. of all of the above reasons

D. it is the requirement of their business industry

Question No:13

(Marks:1)

Vu-Topper RM

In the Middle East which of these should you avoid when eating?

A. Using your left hand

B. Eating with a full mouth

C. Drinking anything

D. Using your right hand

Question No:14

(Marks:1)

Vu-Topper RM

Knowing a culture is _____ in understanding the communication.

A. Negative

B. Normal

C. Disadvantageous

D. Beneficial

Question No:15

(Marks:1)

Vu-Topper RM

Events such as antigovernment demonstrations, arrests, assassinations, elections, exile, general strikes, etc. are important in determining the political ----- of a country.

A. Instability

B. flux

C. volatility

D. stability

Question No:16

(Marks:1)

Vu-Topper RM

Mark the following statement as True or False.

“Getting down to business” is a trait of the Eastern culture.

برى صحبت سے تنہائی بہتر ہے اور تنہائی سے نيك صحبت بہتر ہے

For More Help Contact What's app 03224021365

- A. True
B. False

Question No:17 (Marks:1) **Vu-Topper RM**

Background to Intercultural Communication means:

- A. None of the above
B. Those aspects that can support effective communication
C. Those aspects that can either impede or aid effective communication
D. Those aspects that can obstruct effective communication

Question No:18 (Marks:1) **Vu-Topper RM**

Stroking, hitting, holding or guiding the movement of another person are examples of:

- A. Body movement
B. Physical characteristics
C. Duplicators
D. Touching behavior

Question No:19 (Marks:1) **Vu-Topper RM**

The study of body movement, gestures, and posture falls under the category of:

- A. Kinesics**
B. Haptics
C. Proxemics
D. Vocalics

Question No:20 (Marks:1) **Vu-Topper RM**

Communication difficulties that are caused by the words used are:

برى صحبت سے تنہائی بہتر ہے اور تنہائی سے نیک صحبت بہتر ہے

For More Help Contact What's app 03224021365

- A. Semantic blockages**
- B. Projections
- C. Interpretation problems
- D. Communication barriers

Question No:21

(Marks:1)

Vu-Topper RM

----- expressions are not encoded in words.

- A. Verbal and written
- B. Verbal
- C. Written
- D. Non-verbal**

Question No:22

(Marks:1)

Vu-Topper RM

Fully concentrating on what is being said, rather than just 'hearing' the message is known as ____.

- A. positive reinforcement
- B. passive aggressive behavior
- C. active listening**
- D. jargon

Question No:23

(Marks:1)

Vu-Topper RM

All of the following are barriers to effective communication except:

- A. Improper timing
- B. Eliminate noise**
- C. Distortion of information
- D. Communication overloads

بري صحبت سے تھائی بہتر ہے اور تھائی سے نيك صحبت بہتر ہے

For More Help Contact What's app 03224021365

Question No:24

(Marks:1)

Vu-Topper RM

The process of _____ has six components: sender/encoder, message, medium, receiver/decoder, and feedbacks.

- A. Feedback
- B. Context
- C. Communication**
- D. Message

Question No:25

(Marks:1)

Vu-Topper RM

Mark the following statements as True or False.

Oral communication is best for permanent record.

- A. True
- B. False**

Question No:26

(Marks:1)

Vu-Topper RM

Which of the following indicates the correct sequence of the elements of communication in the communication process?

- A. Receiver, Feedback, Sender, Message, Channel
- B. Sender, Channel, Message, feedback, Receiver
- C. Sender, Receiver, Channel, Message, Feedback
- D. Sender, Message, Channel, Receiver, Feedback**

Question No:27

(Marks:1)

Vu-Topper RM

We make feedback more useful by:

- A. Planning how and when to accept it.
- B. Being receptive to our audience's responses.
- C. All of the above**
- D. Encouraging frankness and using feedback to improve communication.

برى صحبت سے تنهائى بهتر ہے اور تنهائى سے نيك صحبت بهتر ہے

For More Help Contact What's app 03224021365

Question No:28

(Marks:1)

Vu-Topper RM

Paragraphs are developed through a series of unrelated sentences that provide details about the topic sentence.

A.true

B.false

Question No:29

(Marks:1)

Vu-Topper RM

In ----- heading, date, complimentary close and signature sections are placed so that they end near the right-hand margin.

A.modified block format

B.AMS

C.all of the above

D.full block format

Question No:30

(Marks:1)

Vu-Topper RM

Identify the statement as 'True' or 'False'. Announcement is a desirable opening in direct-request, good-news and neutral messages.

A.True

B.False

Question No:31

(Marks:1)

Vu-Topper RM

The phrase "time is money" is most consistent with which culture?

A.Venezuela

B.Brazil

C.United States

D.Portugal

Question No:32

(Marks:1)

Vu-Topper RM

What does constructive criticism focuses on in communication process?

بري صحبت سے تنہائی بہتر ہے اور تنہائی سے نيك صحبت بہتر ہے

For More Help Contact What's app 03224021365

- A. Constructive criticism focuses on delivering criticism.
- B. One criticizes for the sake of criticism.
- C. Constructive criticism focuses on the people involved in communication.
- D. Constructive criticism focuses on improvement and the process and outcomes of communication.**

Question No:33 (Marks:1) **Vu-Topper RM**
Voice mail is useful because

- A. All of the above**
- B. It solves time-zone difficulties
- C. It is especially useful for good will and other positive messages
- D. It is most effective for short messages

Question No:34 (Marks:1) **Vu-Topper RM**
Asking yourself questions about the economic and social characteristics of your audience falls under the category of _____.

- A. audience profile
- B. audience manipulation
- C. audience evaluation
- D. audience analysis**

Question No:35 (Marks:1) **Vu-Topper RM**
Optional parts of a business letter are ----- in number.

- A.4**
- B.2
- C.8
- D.6

بري صحبت سے تنہائی بہتر ہے اور تنہائی سے نیک صحبت بہتر ہے

For More Help Contact What's app 03224021365

Question No:36

(Marks:1)

Vu-Topper RM

----- represents the individual cultural variable.

A.Education

B.Manners

C.Economics

D.Politics

Question No:37

(Marks:1)

Vu-Topper RM

Checking the final copy to make sure that it is free from errors

is _____.

A.revising

Bproof reading

C.editing

D.composing

Question No:38

(Marks:1)

Vu-Topper RM

In letter writing, the format in which all essential parts are started from the left hand margin along with open punctuation is known as:

A.full-block

B.modified-block

C.semi-block

D.AMS

Question No:39

(Marks:1)

Vu-Topper RM

In -----, decision time is held back as group consensus moves toward a decision.

A.Japan

B.America

C.Pakistan

D.China

برى صحبت سے تھائی بہتر ہے اور تھائی سے نیک صحبت بہتر ہے

For More Help Contact What's app 03224021365

Question No:40

(Marks:1)

Vu-Topper RM

In _____ punctuation no line of heading or inside address is punctuated. A comma is placed after salutation and complimentary close.

A.None of the above

B.open

C.close

D.Standard

Question No:41

(Marks:1)

Vu-Topper RM

Mark the following statements as True or False. When you think that your audience will be interested in what you have to say, then you use the inductive plan to organize your message.

A.True

B.False

Question No:42

(Marks:1)

Vu-Topper RM

The paper used in office stationery should be of ----- in weight and white, cream, or light gray in colour.

A.25-pound

B.10-pound

C.20-pound

D.5-pound

Question No:43

(Marks:1)

Vu-Topper RM

How would you explain that you have attached something to your email?

A.‘Here is something for you.’

B.‘Please find the enclosed file.’

C.‘Find the attached.’

بري صحبت سے تہائی بہتر ہے اور تہائی سے نیک صحبت بہتر ہے

For More Help Contact What's app 03224021365

D. 'Look at the attachments.'

Question No:44 (Marks:1) **Vu-Topper RM**
Modern letterheads usually occupy no more than _____ inches at the top of the page.
A.2 1/2
B.1 1/2
C.2
D.3

Question No:45 (Marks:1) **Vu-Topper RM**
In decisions making process Germans, Singaporeans, Swiss, Dutch, and Scandinavian_____.
A.believe in pleasuring social amenities
B.held back decision time due to group consensus
C.are quick to get to the issue
D.none of the above

Question No:46 (Marks:1) **Vu-Topper RM**
Appearance of the letter conveys non-verbal impression that affects a reader's attitude.
A.True
B.False

Question No:47 (Marks:1) **Vu-Topper RM**
Which of the following falls in the category of 'Individual Cultural Variables'.
A.All of the above
B.Education

بري صحبت سے تنہائی بہتر ہے اور تنہائی سے نيك صحبت بہتر ہے

For More Help Contact What's app 03224021365

- C.Food
- D.Economics

Question No:48 (Marks:1) **Vu-Topper RM**

In _____ people are tolerant of Protestant, Catholic, Jewish, Buddhist, Hindu, Muslim, and many other personal beliefs.

- A.Saudi Arabia
- B.United Kingdom
- C.United Arab Emirates
- D.United States**

Question No:49 (Marks:1) **Vu-Topper RM**

The enclosure notation in a business letter represents _____.

- A.that there is something else besides the letter included in the envelope**
- B.that some information is excluded from the letter
- C.that the letter is not complete
- D.that the letter needs further editing

Question No:50 (Marks:1) **Vu-Topper RM**

_____ means connecting to a computer, network, or email program.

- A.Log on**
- B.Log out
- C.Log down
- D.Log through

Question No:51 (Marks:1) **Vu-Topper RM**

The tone of voice of one's initial words does not influence the initial perception of the receiver.

بري صحبت سے تنہائی بہتر ہے اور تنہائی سے نيك صحبت بہتر ہے

For More Help Contact What's app 03224021365

- A.True
B.False

Question No:52 (Marks:1) **Vu-Topper RM**
The most important part in a business letter is the opening; the second most important part is _____.

- A.closing
B.attention line
C.copy notation
D.body

Question No:53 (Marks:1) **Vu-Topper RM**
We use ----- approach in organizing our request letter when it requires no special tact or persuasion.

- A.direct or deductive approach**
B.persuasive approach
C.all of the above
D.indirect or inductive approach

Question No:54 (Marks:1) **Vu-Topper RM**
In ----- format of business letter writing, subject and writer's name are typed in capitals.

- A.full-block**
B.modified-block
C.semi-block
D.AMS

بري صحبت سے تتهائي بهتر ہے اور تتهائي سے نيك صحبت بهتر ہے

For More Help Contact What's app 03224021365

Question No:55

(Marks:1)

Vu-Topper RM

You have written an email with an update on Project X. What is an appropriate subject title?

A.The news on Project X

B.Stuff about project X

C.Project X update

D.About Project X

Question No:56

(Marks:1)

Vu-Topper RM

The individualized, perhaps emotionally charged meaning assigned to words is called the ----- meaning.

A.denotative

B.semantic

C.connotative

D.phatic

Question No:57

(Marks:1)

Vu-Topper RM

Good negotiators' concern focuses on _____ *of both the parties.*

A. concerns

B. all of the above

C. needs

D. demands

Question No:58

(Marks:1)

Vu-Topper RM

Mark the following statement as True or False:

Impromptu means a speech made without any preparation or made on the spur of the moment.

A. True

B. False

بري صحبت سے تنہائی بہتر ہے اور تنہائی سے نيك صحبت بہتر ہے

For More Help Contact What's app 03224021365

Question No:59

(Marks:1)

Vu-Topper RM

In big companies hiring is handled by _____ .

A. human resource department

B. chief executive

C. top manager

D. financial department

Question No:60

(Marks:1)

Vu-Topper RM

Be _____ in your negotiation.

A. idealistic

B. straight forward

C. realistic

D. diplomatic

Question No:61

(Marks:1)

Vu-Topper RM

_____ negotiation meets at as many interests as possible with an agreement that is durable.

A. Good

B. Unsuccessful

C. Stale

D. Failed

Question No:62

(Marks:1)

Vu-Topper RM

Effective presentation focuses on audience's need but also tailor messages to the time allowed.

A. True

B. False

بري صحبت سے تتهائي بهتر ہے اور تتهائي سے نيك صحبت بهتر ہے

For More Help Contact What's app 03224021365

Question No:63

(Marks:1)

Vu-Topper RM

Which of the following is important to get prepared for an oral presentation?

- A. All of the above**
- B. Plan the talk
- C. Prepare slides
- D. Get visual/s ready

Question No:64

(Marks:1)

Vu-Topper RM

Be sure to consider any cultural differences when preparing for interviews, and base your approach on what you expect.

- A. False
- B. True**

Question No:65

(Marks:1)

Vu-Topper RM

Negotiation is a process in which two or more parties try to resolve differences, solve problems and come to -----.

- A. a dispute
- B. an agreement**
- C. a suggestion
- D. a discussion

Question No:66

(Marks:1)

Vu-Topper RM

Both parties walk away from the negotiation dissatisfied. This situation is called

- A. lose-Lose strategy**
- B. win-lose strategy
- C. lose-win strategy
- D. win-win strategy

بري صحبت سے تنہائی بہتر ہے اور تنہائی سے نيك صحبت بہتر ہے

For More Help Contact What's app 03224021365

Question No:67

(Marks:1)

Vu-Topper RM

Identify the most related statement to the term enclosed in the inverted commas.

“A resume is”

A. An aspect of a communication package that reaches before the physical appearance of the applicant

B. None of the above

C. A complete representation of the applicant

D. A mere part of the job's requirement

Question No:68

(Marks:1)

Vu-Topper RM

A combination resume tends to be _____.

A. short

B. convenient

C. complicated

D. long

Question No:69

(Marks:1)

Vu-Topper RM

Which of the following is/are major disadvantage/s of a 'combination resume'?

A. Both of the above

B. None of the above

C. It tends to be longer.

D. It can be repetitious.

Question No:70

(Marks:1)

Vu-Topper RM

‘Was captain college xi and participated in many University Fixtures’, the statement is an example of _____.

A. public interaction

B. skills and capabilities

بري صحبت سے تہائی بہتر ہے اور تہائی سے نیک صحبت بہتر ہے

For More Help Contact What's app 03224021365

- C. personal selling/retailing
- D. managing

Question No:71

(Marks:1)

Vu-Topper RM

Use the _____ approach if you are new to the job market, and want to redirect your career.

- A. Indirect
- B. Direct
- C. Functional**
- D. Organizational

Question No:72

(Marks:1)

Vu-Topper RM

Choose an appropriate title for the following description.

It is a form of advertising. It is intended to stimulate an employer's interest in you. It inspires a prospective employer to invite you for an interview with the company.

- A. A resume**
- B. A chronological resume
- C. A functional resume
- D. A combination resume

Question No:73

(Marks:1)

Vu-Topper RM

Preparing _____ is an important task for most of the business communication students.

- A. resume**
- B. Job
- C. cv
- D. Study

بري صحبت سے تنہائی بہتر ہے اور تنہائی سے نيك صحبت بہتر ہے

For More Help Contact What's app 03224021365

Question No:74

(Marks:1)

Vu-Topper RM

Identify the most related statement to the term enclosed in the inverted commas.

“To get a job successfully you need to”

- A. Drop your CV to as many places as possible
- B. Pay frequent visits to the companies to know about a job's announcement in time
- C. Advertise your abilities the way a commodity is advertised in the market**
- D. None of the above

Question No:75

(Marks:1)

Vu-Topper RM

The middle section of an application letter does the following:

- A. Summarizes your relevant qualifications
- B. All of the above**
- C. Emphasizes your accomplishments
- D. Suggests desirable personal qualities

Question No:76

(Marks:1)

Vu-Topper RM

An index is an alphabetical list of _____.

- A. previous researches
- B. names, places and subjects**
- C. journals, papers and books
- D. unpublished works

بري صحبت سے تنہائی بہتر ہے اور تنہائی سے نيك صحبت بہتر ہے

For More Help Contact What's app 03224021365

Visit My YouTube Channel
For Subjective and More
Important Files
Channel Name = #VuTopperRM

برى صحبت سے تہائی بہتر ہے اور تہائی سے نیک صحبت بہتر ہے

For More Help Contact What's app 03224021365