

# Professional Online Academy Vu Topper RM



MCM301-Communication Skills

Update MCQ'S Mid Term

By Vu Topper RM



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**Question No:1**

**(Marks:1)**

**Vu-Topper RM**

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

- A. Agreement
- B. Addition
- C. Arbitrate**
- D. Objection

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**Question No:2**

**(Marks:1)**

**Vu-Topper RM**

Which one of the following is an interpersonal need to establish identity with others?

- A. Inclusion**
- B. Control
- C. Affection
- D. Power

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**Question No:3**

**(Marks:1)**

**Vu-Topper RM**

All of the following are the levels of communication. EXCEPT:

- A. Intrapersonal Communication
- B. Interpersonal Communication
- C. Mediated Communication
- D. Frame Communication**

**Page 6**

**Question No:4**

**(Marks:1)**

**Vu-Topper RM**

On the average, how faster a person can think than the listener can talk?

- A. Ten times
- B. Five times
- C. Four times**
- D. Three times

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**Question No:5**

**(Marks:1)**

**Vu-Topper RM**

Which of the following involves grasping what the speaker means by seeing the ideas and information from his/her point of view?

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**A. Listening Page 20**

- B. Hearing
- C. Filtering
- D. Speaking

**Question No:6 (Marks:1) Vu-Topper RM**

Which of the following are the factors involved in nonverbal communication?

- A. Appearance, facial expressions
- B. Eye contrast, gestures, touch
- C. Posture, voice, silence, time, and space
- D. All of the given options Page 27**

**Question No:7 (Marks:1) Vu-Topper RM**

Types of media used to direct information upward are:

- A. Reports, interoffice memos and supervisor subordinate conferences Page 11**
- B. Letters, newspapers and radio
- C. Newspapers, books and interoffice memos
- D. TV, radio and wall chalking

**Question No:8 (Marks:1) Vu-Topper RM**

Which type of communication it would be when co-workers decide to meet to deal with a problem?

- A. Level
- B. Upward
- C. Horizontal Google**
- D. Downward

**Question No:9 (Marks:1) Vu-Topper RM**

How many components do self-concept has?

- A. Two Page 7**
- B. Five

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- C. Four
- D. Three

**Question No:10** (Marks:1) **Vu-Topper RM**  
Farah was doubtful about Saman's intentions when she was trying to convince her to invest in the new project. Which form of listening it is?

- A. Active listening** **Page 22**
- B. Empathic listening
- C. Critical listening
- D. Preferential listening

**Question No:11** (Marks:1) **Vu-Topper RM**  
Which of the following refers to the degree of highness or lowness of a sound?

- A. Pitch** **Google**
- B. Speed
- C. Volume
- D. Rate

**Question No:12** (Marks:1) **Vu-Topper RM**  
All of the following steps are found in the planning stage of business writing, EXCEPT:

- A. Determine your purpose
- B. Consider your reader
- C. Proofreading** **Page 120**

**Question No:13** (Marks:1) **Vu-Topper RM**  
Which of the following is NOT the stage of effective business writing?

- A. Planning Stage
- B. Drafting Stage
- C. Organizing Stage
- D. Theater Stage** **Google**

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**Question No:14**

**(Marks:1)**

**Vu-Topper RM**

Which of the following is the most appropriate opening for an invitation to a fund-raising event?

**A. Explain the purpose of the event.**

**Google**

B. Give details of the event.

C. Extend the invitation

D. Remind the recipient to bring a checkbook

**Question No:15**

**(Marks:1)**

**Vu-Topper RM**

Letters of invitation include:

A. Speaking invitations

B. Informal social invitation

C. Formal social invitations

**D. All of the given options**

**Question No:16**

**(Marks:1)**

**Vu-Topper RM**

The direct plan can be used for which one of the following?

A. Sales messages

B. Request refusals

C. Claims

**D. None of the given options**

**Question No:17**

**(Marks:1)**

**Vu-Topper RM**

Which of the following type of letter is used to request general information rather than answers to specific questions?

A. Direct Request

**B. Indirect request**

C. Claim

D. Order

**Question No:18**

**(Marks:1)**

**Vu-Topper RM**

Which of the following is not a part of writing plan of a reservation letter?

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- A. A fast-start opening which identifies the type of room desired and the days needed
- B. A section which mentions arrival and departure times
- C. A section describing the quality of the room you booked in the other hotel**
- D. A courteous, action-oriented closing, which mentions your desire for a confirmation

**Question No:19**

**(Marks:1)**

**Vu-Topper RM**

In a direct request letter, request can be presented in:

- A. Closing paragraph
- B. Closing sentence
- C. First sentence** **Google**
- D. None of the given options

**Question No:20**

**(Marks:1)**

**Vu-Topper RM**

All of the following are the elements of communication process. EXCEPT:

- A. Sender
- B. Message
- C. Channel
- D. Creativity** **Google**

**Question No:21**

**(Marks:1)**

**Vu-Topper RM**

If a modern organization uses the mediums like reports, conferences or interoffice memos to communication with the people working in the organization, what type of communication it will be?

- A. Internal communication** **Google**
- B. External communication
- C. Interpersonal communication
- D. Interchange communication

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**Question No:22**

**(Marks:1)**

**Vu-Topper RM**

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

- A. Group members strive to achieve some common purpose
- B. Group members influence and are influenced by one another
- C. Group members are interdependent
- D. Group members must interact face-to-face.**

**Question No:23**

**(Marks:1)**

**Vu-Topper RM**

Nonverbal messages are extremely important because \_\_\_\_\_.

- A. They comprise well over half of our communication in face-to-face settings.
- B. They are often more reliable because they are hard to fake.
- C. In a number of situations, we rely on them more than on verbal cues.
- D. All of the given reasons**

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**Question No:24**

**(Marks:1)**

**Vu-Topper RM**

Which of the following would be a negative result of failing to analyze the audience properly?

- A. Assuming that gender stereotypes still hold true
- B. Offending audience members with a position that is contrary to their religious/moral beliefs
- C. Using jargon or vocabulary that is inappropriate for the audience's educational level
- D. All of given options**

**Question No:25**

**(Marks:1)**

**Vu-Topper RM**

In which process two people i.e. sender and the receiver are thinking at the same time?

- A. Listening** **Google**
- B. Hearing
- C. Writing
- D. Speaking

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**Question No:26**

**(Marks:1)**

**Vu-Topper RM**

In a disappointing newsletter:

- A. It is important to apologize.
- B. Apology can be made with reason.
- C. No apology is offered for the decision.
- D. None of the given options**

**Question No:27**

**(Marks:1)**

**Vu-Topper RM**

The degree to which you and others share common meanings for words will depend on:

- A. The diversity of your backgrounds
- B. The extent to which you share common backgrounds and experiences**
- C. The extent to which you share common approaches
- D. None of the given options

**Question No:28**

**(Marks:1)**

**Vu-Topper RM**

While preparing for effective business writing Planning Stage involves all of the following, EXCEPT:

- A. Choosing appropriate clothes** **Google**
- B. Considering your reader
- C. Determining the appropriate content
- D. Determining your purpose

**Question No:29**

**(Marks:1)**

**Vu-Topper RM**

Which of the following is(are) the example of public(s) that organizations communicate with, in external communication?

- A. Consumers
- B. Stockholders
- C. Government agencies
- D. All of the given options**

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**Question No:30**

**(Marks:1)**

**Vu-Topper RM**

“His GPA in 2000(MBA) was 3.9 on a four point scale.” Which of the following is a correct and more concrete example of above statement?

**A. His GPA was 3.9 on a four-point scale** **Google**

B. His GPA was good in 2000.

C. He got a good score in his MBA Program.

D. All of the given options

**Question No:31**

**(Marks:1)**

**Vu-Topper RM**

Which of the following cannot result from incomplete messages?

A. Loss of goodwill

B. Loss of valued customers

C. Loss of sales

**D. Gaining good name** **Google**

**Question No:32**

**(Marks:1)**

**Vu-Topper RM**

Which of the following method of outlining topic presents the specific information first, followed by conclusion?

A. Direct method

**B. Indirect method**

C. Supporting method

D. Sustaining method

**Question No:33**

**(Marks:1)**

**Vu-Topper RM**

Writing a letter to inquire about people involve two considerations. First is the need to respect the rights – legal and moral; second is:

**A. The need to structure the questions around the job involved**

B. The need to structure the questions according to your own personality and frame of mind

C. The need to structure the questions keeping in mind the organization you are writing to

D. The need to structure the questions with heavy vocabulary

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**Question No:34** (Marks:1) **Vu-Topper RM**  
Effective writers visualize the \_\_\_\_\_ before starting to write.

- A. Story
- B. Reader**
- C. Colors
- D. Publisher

**Question No:35** (Marks:1) **Vu-Topper RM**  
Which of the following is not a guideline for courteous writing?

- A. Respond late**
- B. Exclude irritating expressions
- C. Include meaningful apologies
- D. Omit discourteous wording

**Question No:36** (Marks:1) **Vu-Topper RM**  
Which of the following is the informal report used to communicate with individuals outside of an organization?

- A. Letter**
- B. Memo
- C. Periodical
- D. Magazine

**Question No:37** (Marks:1) **Vu-Topper RM**  
Which will result in an incomplete message?

- A. Conciseness**
- B. Correctness
- C. Consideration
- D. Courtesy

**Question No:38** (Marks:1) **Vu-Topper RM**  
Effective communication benefits the organization by:

- A. Creating positive image
- B. Reducing cost

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C. Increasing employee productivity

**D. All of the given options**

**Question No:39**

**(Marks:1)**

**Vu-Topper RM**

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

A. Taking time to explain the visual.

B. Fitting the visual to the material being discussed.

**C. Talking to the visual.**

D. None of the given option

**Question No:40**

**(Marks:1)**

**Vu-Topper RM**

In order to listen more effectively, you should:

A. Minimize distractions

B. Talk less

C. Pay attention to verbal and nonverbal cues

**D. All the given options**

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**Question No:41**

**(Marks:1)**

**Vu-Topper RM**

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

A. Including only relevant material

**B. Adding extra and unrelated information**

C. Eliminating wordy expressions

D. Avoiding unnecessary repetition

**Question No:42**

**(Marks:1)**

**Vu-Topper RM**

Which one of the following pattern is especially effective if the audience already knows that the problem exists?

A. Problem/solution order

**B. Cause/effect order**

**Page 54**

C. Deductive order

D. Inductive order

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**Question No:43**

**(Marks:1)**

**Vu-Topper RM**

Which of the following is usually related to environmental factors that affect communication?

- A. Listener barrier
- B. Sender barrier
- C. Physical barrier**
- D. Resistance

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**Question No:44**

**(Marks:1)**

**Vu-Topper RM**

In general, there are \_\_\_\_\_ of newspaper indexes:

- A. Two kinds
- B. Three kinds**
- C. Many kinds
- D. None of the given option

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**Question No:45**

**(Marks:1)**

**Vu-Topper RM**

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

- A. Information about size
- B. Information about shape
- C. Information about structure
- D. Information about audience**

**Question No:46**

**(Marks:1)**

**Vu-Topper RM**

When centering on the audience, you start by finding \_\_\_\_\_ that enable you to identify with them.

- A. Rare traits
- B. Unusual quality
- C. Common traits**
- D. Extraordinary character

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**Question No:47**

**(Marks:1)**

**Vu-Topper RM**

How many purposes your introduction should have:

- A. Four**

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- B. One
- C. Three
- D. Two

**Question No:48**

**(Marks:1)**

**Vu-Topper RM**

Fillers \_\_\_\_\_ the continuity of communication.

- A. Develop
- B. Build
- C. Emphasize
- D. Interrupt**

**Page 60**

**Question No:49**

**(Marks:1)**

**Vu-Topper RM**

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

- A. Mostly long sentences**
- B. Personal pronouns freely
- C. Active voice
- D. Constrictions often

**Question No:50**

**(Marks:1)**

**Vu-Topper RM**

Select what do facial expressions, eye contact, gestures and body language tells about the speaker?

- A. Level of confidence**
- B. Presentation topic
- C. Educational background
- D. Frame of mind

**Question No:51**

**(Marks:1)**

**Vu-Topper RM**

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

- A. Manuscript**
- B. Memorized
- C. Impromptu
- D. Extemporaneous

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**Question No:52**

**(Marks:1)**

**Vu-Topper RM**

All of the following show the qualities of effective speaker except one. Which one is?

**A. To avoid the audience's choice** Page 38

B. Find the common traits

C. To keep in mind the audience's care

D. Understands the nature of audience and adapts speeches to audiences

**Question No:53**

**(Marks:1)**

**Vu-Topper RM**

All of the following statements are the purposes of forming an outline for a speech EXCEPT one. Which one is it?

**A. It helps to build confusion for the listeners**

B. It serves as a guide from which to deliver your speech

C. It serves as a model to check your work

D. It helps put order to the information

**Question No:54**

**(Marks:1)**

**Vu-Topper RM**

What do you call to a tool that lets you work with individuals and groups on documents that are shared via computer?

**A. Electronic mail**

B. Voice mail

C. Instant messaging

**Question No:55**

**(Marks:1)**

**Vu-Topper RM**

Which one of the following statements defines psychological context of interpersonal communication?

A. It concerns your reactions to the other person.

B. It deals with the psycho-social "where" you are communicating.

**C. It is who you are and what you bring to interaction.**

**Question No:56**

**(Marks:1)**

**Vu-Topper RM**

Which of the following is a form of communication in which messages

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are sent to large, public, dissimilar, anonymous, distant audiences using some intermediate instrument of transfer?

- A. Mediated communication
- B. Group communication
- C. Mass communication** Google
- D. Interpersonal communication

**Question No:57**

**(Marks:1)**

**Vu-Topper RM**

What does Communication breakdown mean?

- A. We have been ineffective in communication.**
- B. We have been effective in communication.
- C. We physically broke communication.
- D. We have been helpful in communication.

**Question No:58**

**(Marks:1)**

**Vu-Topper RM**

Which of the following statement has biased language?

- A. Jews generally make good businesspeople.
- B. Older people generally have lower energy levels.
- C. Some Japanese businesspeople cannot speak English.
- D. Most Germans are direct in their communication.**

**Question No:59**

**(Marks:1)**

**Vu-Topper RM**

Physical or environmental barriers most often begin \_\_\_\_\_ of the communication exchange.

- A. At the start** Google
- B. In the middle
- C. At the end

**Question No:60**

**(Marks:1)**

**Vu-Topper RM**

Which of the following barriers are most often the hardest to identify and reduce or eliminate?

- A. Physical barriers
- B. Sender barriers

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**C. Listener barriers**      **Google**  
D. None of the above

**Question No:61**      **(Marks:1)**      **Vu-Topper RM**

All of the following are correct about magazines except:

- A. Magazines are a type of periodical.
- B. Magazine articles tend to be shorter and more general.
- C. Articles in magazines usually include bibliographies. Page 41**
- D. Magazines publish articles written for a general audience.

**Question No:62**      **(Marks:1)**      **Vu-Topper RM**

Where does immediacy come from during a presentation?

- A. Looking at your notes
- B. Standing
- C. Dressing with authority
- D. Making eye contact**      **Google**

**Question No:63**      **(Marks:1)**      **Vu-Topper RM**

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

- A. People are self-centered
- B. People are defensive
- C. People are perfect**      **Google**

**Question No:64**      **(Marks:1)**      **Vu-Topper RM**

Which of the following method of outlining speech is generally preferred for negative news messages?

- A. Direct method
- B. Indirect method**
- C. Supporting method

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**Question No:65**

**(Marks:1)**

**Vu-Topper RM**

All of the following suggestions help improve the effectiveness of the opening paragraph of business writing, EXCEPT:

A. Make sure the beginning is appropriate for the reader.

**B. Make sure the beginning is inappropriate for the situation.**

C. Use a fast-start beginning rather than a slow beginning.

**Question No:66**

**(Marks:1)**

**Vu-Topper RM**

The courteous close of a direct request letter contains all of the following EXCEPT:

A. A specific request

B. Information about how you can be reached

**C. Information about your city** **Google**

**Question No:67**

**(Marks:1)**

**Vu-Topper RM**

Which of the following is true about goodwill messages?

A. Seemingly informative

B. Presented to change attitudes

**C. All of the given options**

**Question No:68**

**(Marks:1)**

**Vu-Topper RM**

The vocabulary of informal writing is:

**A. Less difficult** **Google**

B. Tricky

C. Intricate

**Question No:69**

**(Marks:1)**

**Vu-Topper RM**

To begin a disappointed newsletter with a negative information, \_\_\_ a negative situation.

A. Reduces

**B. Complicates** **Google**

C. Relieves

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**Question No:70**

**(Marks:1)**

**Vu-Topper RM**

While writing a letter to inquire about the people, one should keep in mind all of the following, except:

- A. Respect human rights, both legal and moral
- B. Ask only for info related to the job

**C. Stress unrelated information/ facts if consider necessary**

**Question No:71**

**(Marks:1)**

**Vu-Topper RM**

Order letters are comprised of all of the following distinct content components, except:

- A. Pertinent information about the items being ordered
- B. Directions for shipping the merchandize

**C. Quality report of the items** **Google**

**Question No:72**

**(Marks:1)**

**Vu-Topper RM**

All of the following are true for disappointing news letters, EXCEPT:

- A. It provides enough detail to make the reason for the refusal logically acceptable.
- B. It explains the company's policy as logical rather than rigid.

**C. It offers an apology for the decision**

**Question No:73**

**(Marks:1)**

**Vu-Topper RM**

The term "Memo" stands for: Memories

- A. Memorandum** **Google**
- B. Message

**Question No:74**

**(Marks:1)**

**Vu-Topper RM**

Normally in invitation letters, the request for the confirmation is added:

- A. In the Beginning of the letter
- B. In the Middle of the letter

**C. At the end of the letter** **Google**

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**Question No:75** (Marks:1) **Vu-Topper RM**  
Which of the following is not a good practice while writing letters granting adjustments?

- A. A slow-start opening
- B. A delayed presentation of the good news
- C. All of the given options**

**Question No:76** (Marks:1) **Vu-Topper RM**  
All of the following are appropriate answers in response to the question about the expected salary in a job application form, except:

- A. To be discussed during interview
- B. Negotiable
- C. As much as you can pay**

**Question No:77** (Marks:1) **Vu-Topper RM**  
All of the following tips should be kept in mind while filling up a job application form, except:

- A. Read the instructions on the form carefully before beginning to complete it.
- B. Upon completion, review the entries for completeness and accuracy.
- C. Answer the open-ended questions with an exaggerated expression.**

**Question No:78** (Marks:1) **Vu-Topper RM**  
All of these are the qualities of conciseness, except:

- A. Stick to the purpose of the message.
- B. Delete irrelevant words and rambling sentences.
- C. Avoid short introductions.**

**Question No:79** (Marks:1) **Vu-Topper RM** It is suggested to use familiar words to achieve clarity in writing. Which of following is a familiar word for subsequent?

- A. After**

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- B. Preceding
- C. Succeeding

**Question No:80** (Marks:1) **Vu-Topper RM**  
All of the following are group task roles that people have to play in group communication or group activity, except:

- A. Initiating or opinion seeking** Google
- B. Consensus seeking
- C. Devil's advocate

**Question No:81** (Marks:1) **Vu-Topper RM**  
Which of the following is a person in a group activity whose job is to keep the discussion moving by stimulating members to reach their goal?

- A. Devil's advocate
- B. Agent
- C. Energizer** Google

**Question No:82** (Marks:1) **Vu-Topper RM**  
Which of the following is not a way to avoid faulty logics in persuasive writing?

- A. Avoid oversimplifying a complex issue
- B. Avoid assuming a true cause**
- C. Avoid faulty analogies

**Question No:83** (Marks:1) **Vu-Topper RM**  
Contexts the way the message is delivered and is known as:

- A. Paralanguage**
- B. Lateral language
- C. Contextual language

**Question No:84** (Marks:1) **Vu-Topper RM**  
Which of the following is the first element in the listening process?

- A. Listening

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- B. Hearing**  
C. Filtering

**Question No:85** (Marks:1) **Vu-Topper RM**  
Which one of the following is NOT a common reason for disruptive behavior?

- A. Resistance to change.  
**B. Reappearance of the presenter.**

**Question No:86** (Marks:1) **Vu-Topper RM**  
In which of the following seating arrangements, people in the audience are seated in rows and columns without tables?

- A. Theater style**  
B. Semi-circle  
C. Classroom style

**Question No:87** (Marks:1) **Vu-Topper RM**  
Which one of the following is a planned and rehearsed speech that uses different words during rehearsals?

- A. Manuscript speech** Google  
B. Memorized speech  
C. Impromptu speech  
D. Extemporaneous speech

**Question No:88** (Marks:1) **Vu-Topper RM**  
In a well-planned presentation where there is no need to record information that comes up on the spot, there may be no need for:

- A. Photographic slides  
B. Chalk or dry-erase boards  
**C. CD-ROM or DVD** Google

**Question No:89** (Marks:1) **Vu-Topper RM**  
Which of the following are central features of a group?

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- A. Interaction
- B. Interdependence
- C. All of the given options**

**Question No:90** (Marks:1) **Vu-Topper RM**  
While using a flip board in presentation, 6x6 formula is used. What does it refers to?

- A. 6 words in every sentence written in 6 different colors
- B. 6 sentences with 6 different colors on one chart
- C. 6 lines, each having 6 words on a sheet**

**Question No:91** (Marks:1) **Vu-Topper RM**  
Diagrams are excellent for conveying all of the following, except:

- A. Information about size
- B. Information about shape
- C. Information about audience**

**Question No:92** (Marks:1) **Vu-Topper RM**  
How many general parts a basic speech must have?

- A. Three** **Google**
- B. Four
- C. Five
- D. Eight

**Question No:93** (Marks:1) **Vu-Topper RM**  
Q&A is an abbreviation of which of the following?

- A. Quest and availability
- B. Query and audience
- C. Question and answer** **Google**
- D. Question and anticipation

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**Question No:94**

**(Marks:1)**

**Vu-Topper RM**

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

- A. Any interaction between two or more persons**
- B. Any time two or more persons influence each other
- C. Any collection of two or more persons

**Question No:95**

**(Marks:1)**

**Vu-Topper RM**

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

- A. Informal group**
- B. Formal group
- C. Universal group

**Question No:96**

**(Marks:1)**

**Vu-Topper RM**

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

- A. Detour
- B. Delay

**C. Drag**      **Page 78**

**Question No:97**

**(Marks:1)**

**Vu-Topper RM**

Which of the following pattern is most appropriate when you used the problem/solution method?

- A. Spatial
- B. Topical
- C. Logical**
- D. Chronological

**Question No:98**

**(Marks:1)**

**Vu-Topper RM**

Select which of the following is the method of arranging your subject's main points in a time sequence?

- A. Spatial order

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**B. Chronological order Page 52**

- C. Topical order
- D. Spatial order

**Question No:99**

**(Marks:1)**

**Vu-Topper RM**

To find the right media for your presentation you need to first determine which one of the following?

**A. The size of your audience.**

**Page 89**

- B. Equipment and supply limitations
- C. All of the given options

**Question No:100**

**(Marks:1)**

**Vu-Topper RM**

A presenter who speaks too loudly may be perceived as which of the following?

- A. Bombastic
- B. Aggressive

**C. Insensitive to listeners**

**Google**

- D. All of the given options

**Question No:101**

**(Marks:1)**

**Vu-Topper RM**

An effective presenter uses pitch changes to indicate a change in the message. At the end of a sentence, raising the pitch signifies which of the following?

**A. A question Page 58**

- B. Statement
- C. Speech
- D. Confess

**Question No:102**

**(Marks:1)**

**Vu-Topper RM**

Business associates can be a helpful source for:

**A. Identifying probable questions and objections Page 69**

- B. Can reveal questions and concerns
- C. It is helpful to recall the questions

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**Question No:103**

**(Marks:1)**

**Vu-Topper RM**

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

**A. Theater-style arrangement**

**Page 83**

B. Conventional classroom style

C. Modified T-formation

**Question No:104**

**(Marks:1)**

**Vu-Topper RM**

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

A. Anticipating

B. Revising

C. Answering

**D. All of the above**

**Question No:105**

**(Marks:1)**

**Vu-Topper RM**

Speaking notes for speech should be:

A. Unobtrusive

B. Detailed

**C. Legible and unobtrusive**

**Page 61**

D. Legible

**Question No:106**

**(Marks:1)**

**Vu-Topper RM**

A good rule to recall when using statistics is:

**A. The more statistics, the better the effectiveness**

B. Rounding and using a few key statistics is ineffective

C. Rounding and using a few key statistics is generally most effective

D. Statistics should include several places past the decimal point for effect

**Question No:107**

**(Marks:1)**

**Vu-Topper RM**

Select which of the following is the practice of altering the tone and/or pitch of voice to more clearly express or magnify meaning:

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- A. Fillers
- B. Pauses
- C. Inflection**
- D. Articulation

**Question No:108** (Marks:1) **Vu-Topper RM**

A presenter who consistently speaks at a rapid rate may be perceived as:

- A. To be nervous
- B. Hurried
- C. Impatient
- D. All of above**

**Question No:109** (Marks:1) **Vu-Topper RM**

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

- A. Anticipating
- B. Answering
- C. Recording**

**Google**

**Question No:110** (Marks:1) **Vu-Topper RM**

All of the following are Essential parts of a letter EXCEPT:

- A. Letterhead
- B. Salutation
- C. Subject line**

**Question No:111** (Marks:1) **Vu-Topper RM**

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

- A. Use the right level of language
- B. Use correct grammar and punctuation
- C. Check font style**

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**Question No:112**

**(Marks:1)**

**Vu-Topper RM**

The term pitch refers which of the following?

- A. The degree lowness of Sound
- B. The degree of highest of sound
- C. All of the Given**
- D. The degree of highness or lowness of a sound

**Page 58**

**Question No:113**

**(Marks:1)**

**Vu-Topper RM**

Broadly classifying the barriers, select how many kinds of communication barriers exist?

- A. Three**
- B. Two
- C. One
- D. Five

**Page 35**

**Question No:114**

**(Marks:1)**

**Vu-Topper RM**

All of the following are the examples of touching, EXCEPT:

- A. Drawing the eyebrow down**
- B. A pat
- C. A hug
- D. Shake hand

**Page 28**

**Question No:115**

**(Marks:1)**

**Vu-Topper RM**

Studies show that job applicants are more likely to make a favorable impression and get a job offer when:

- A. They let the interviewer do most of the talking**
- B. They talk too much
- C. They talk in a loud tone
- D. They talk in a low voice

**Page 25**

**Question No:116**

**(Marks:1)**

**Vu-Topper RM**

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

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**A. To the point information**

**Page 75**

- B. Include all information
- C. Include irrelevant information
- D. Include authentic statement

**Question No:117**

**(Marks:1)**

**Vu-Topper RM**

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

**A. To persuade**

**Page 67**

- B. To inform
- C. To teach
- D. To entertain

**Question No:118**

**(Marks:1)**

**Vu-Topper RM**

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

**A. U-Information**

**Page 86**

- B. V-Information
- C. Modified T-Information
- D. T-Information

**Question No:119**

**(Marks:1)**

**Vu-Topper RM**

Which of the following is a planned and rehearsed speech that uses different words during rehearsals?

**A. Extemporaneous Speech**

**Page 57**

- B. Manuscript speech
- C. Memorized Speech
- D. Impromptu speech

**Question No:120**

**(Marks:1)**

**Vu-Topper RM**

Audience information such as age, gender, education, and socioeconomic status falls into a category known as:

- A. Topoi

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B. MYGLO

C. Profiling

**D. Demographics**

**Page 38**

**Question No:121**

**(Marks:1)**

**Vu-Topper RM**

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

**A. Articulation**

**Page 59**

B. Fillers

C. Inflection

D. Monotone delivery

**Question No:122**

**(Marks:1)**

**Vu-Topper RM**

Understanding is the stage at which you learn:

**A. What the speaker means**

**Page 21**

B. How to judge a message

C. Analyzing the conversation

D. None of the given options

**Question No:123**

**(Marks:1)**

**Vu-Topper RM**

It is always easier to communicate at the \_\_\_\_\_.

**A. Peer level**

**Page 33**

B. Differing status

C. Different position

D. Different class

**Question No:124**

**(Marks:1)**

**Vu-Topper RM**

The characteristic which enables us to distinguish one voice from another is known as:

**A. Quality**

**Page 29**

B. Regularity

C. Loudness

D. Pitch

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**Question No:125**

**(Marks:1)**

**Vu-Topper RM**

Conflicting information develops:

**A. Mental turbulence**

**Page 31**

B. Good understanding

C. Sharp thinking

D. Psychological disorders

**Question No:126**

**(Marks:1)**

**Vu-Topper RM**

Where does immediacy come from during a presentation?

**A. Making eye contact**

**Page 4**

B. Looking at your notes

C. Standing

D. Dressing with authority

**Question No:127**

**(Marks:1)**

**Vu-Topper RM**

Which of the following is the process of giving symbols meanings through the unique contents of each person's mind?

**A. Filtering**

**Page 21**

B. Listening

C. Hearing

D. Speaking

**Question No:128**

**(Marks:1)**

**Vu-Topper RM**

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

**A. Hear on edge**

**Page 81**

B. See clearly

C. Sit comfortably

D. Focus attentively

**Question No:129**

**(Marks:1)**

**Vu-Topper RM**

Select the correct reason which contributes towards the formation of "I-Syndrome":

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**A. Too much usage of "I-attitude"**

**Page 33**

B. Using ignorant attitude

C. Too much usage of "We-attitude"

D. Too much usage of "You-attitude"

**Question No:130**

**(Marks:1)**

**Vu-Topper RM**

While you plan to make a good speech, you must be engaged in which of the following?

**A. Audience-centered approach**

**Page 38**

B. Self-confident approach

C. Theme or idea of the subject

D. Results

**Question No:131**

**(Marks:1)**

**Vu-Topper RM**

Which of the following is a strategy for better listening?

A. Listen for facts, not feelings

B. Listen for feelings only.

**C. Listen for feelings as well as facts.**

D. Listening for facts that demonstrate feelings

**Question No:132**

**(Marks:1)**

**Vu-Topper RM**

Mediated communication occurs through:

**A. Letters, reports, forms, and interoffice memoranda**

B. Letters, newspapers, and radio

C. Newspapers, books, and TV

**Question No:133**

**(Marks:1)**

**Vu-Topper RM**

What is involved in the communication process?

**A. Idea-encoding-channel-decoding-feedback**

B. Information-channel-receiver

C. Sender-receiver-channel

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**Question No:134**

**(Marks:1)**

**Vu-Topper RM**

Select who/which of the following is responsible to initiate actions to overcome physical barriers:

- A. Sender**
- B. Receiver
- C. Medium
- D. Message

**Question No:135**

**(Marks:1)**

**Vu-Topper RM**

Thesis statement is a \_\_\_\_\_ of your speech.

- A. Body
- B. End of the speech
- C. Indirect statement

**D. Core idea or bottom line**      **Page 44**

**Question No:136**

**(Marks:1)**

**Vu-Topper RM**

In general, there are \_\_\_\_ of newspaper indexes:

- A. Two kinds
- B. Three kinds**
- C. Many kinds

**Question No:137**

**(Marks:1)**

**Vu-Topper RM**

\_\_\_\_\_ is a process which demands that full attention be paid to the spoken material.

- A. Listening**      **Page 33**
- B. Dialogue
- C. Speaking
- D. Hearing

**Question No:138**

**(Marks:1)**

**Vu-Topper RM**

Which of the following is correct about human memory?

- A. Not very sharp
- B. Reconstructive**

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- C. Poorly developed
- D. All of the given options

**Question No:139**

**(Marks:1)**

**Vu-Topper RM**

Self-confident individuals stand more erect than those:

- A. who lack confidence**
- B. who are submissive
- C. who are arrogant
- D. who are over-confident

**Question No:140**

**(Marks:1)**

**Vu-Topper RM**

Which type of speaking relies on speaking notes?

- A. Memorized
- B. Impromptu
- C. Manuscript
- D. Extemporaneous**

**Page 57**

**Question No:141**

**(Marks:1)**

**Vu-Topper RM**

All of the following types of periodicals except:

- A. Journals
- B. Magazines
- C. Note-cards**

**Question No:142**

**(Marks:1)**

**Vu-Topper RM**

All of the following are the purposes of introduction except

- A. Getting the audience's attention
- B. Introducing your thesis
- C. Establishing your rapport or credibility with the audience
- D. Avoid to the audience**

**Question No:143**

**(Marks:1)**

**Vu-Topper RM**

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

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A. Resistance to change

**B. Resentment of the presenter**

**Page 78**

C. Repetition of behavior that is successful for the detractor

D. Reappearance of the presenter

**Question No:144**

**(Marks:1)**

**Vu-Topper RM**

At what point does an introduction begin?

**A. It begins the moment you address the audience. Page 47**

B. It begins at the middle of your speech.

C. It begins at any moment during your speech.

D. All of the given options

**Question No:145**

**(Marks:1)**

**Vu-Topper RM**

Visual aids perform which of the following functions?

A. Emphasizing important points

B. Illustrating how things related to one another

**C. All of given option**

**Question No:146**

**(Marks:1)**

**Vu-Topper RM**

How can the credibility of a presenter be increased?

A. Being well dressed and well groomed

B. Complimenting the audience

C. Demonstrating your sincerity

**D. All of the given options**

**Question No:147**

**(Marks:1)**

**Vu-Topper RM**

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

This is an example of:

A. Informative speech

B. Ceremonial speech

**C. Persuasive speech**

**Page 67**

D. None of the given options

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**Question No:148**

**(Marks:1)**

**Vu-Topper RM**

Which type of communication occupies the most amount of time

**A. Listening**

**Page 20**

B. Writing

C. Speaking

D. Reading

**Question No:149**

**(Marks:1)**

**Vu-Topper RM**

On the average, how faster a person can think than the listener can talk?

**A. Four times**

**Page 26**

B. Five times

C. Three times

D. Ten times

**Question No:150**

**(Marks:1)**

**Vu-Topper RM**

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

A. None of the above

**B. Ceremonial speech**

**Page 68**

C. Informative speech

D. None of the above

**Question No:151**

**(Marks:1)**

**Vu-Topper RM**

Which of the following pattern is not a specific organizational pattern?

**A. Deductive**

**Page 51**

B. Spatial

C. Chronological

D. Topical

**Question No:152**

**(Marks:1)**

**Vu-Topper RM**

Articulate speech is characterized by:

A. Vocal trait

B. Combination of pitch and strength

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C. More clearly express or magnify meaning

**D. Correct pronunciation and clear enunciation** Page 59

**Question No:153**

**(Marks:1)**

**Vu-Topper RM**

The entire following are the main points that are kept in mind while developing thesis, EXCEPT:

A. Clear

B. Logical

**C. Ambiguity** Page 45

D. Equal in value

**Question No:154**

**(Marks:1)**

**Vu-Topper RM**

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

A. Spatial pattern

B. Logical pattern

**C. Topical pattern** Page 53

D. Chronological pattern

**Question No:155**

**(Marks:1)**

**Vu-Topper RM**

Which of the following is not the type of electronic periodical indexes?

**A. Journals** Page 42

B. CD-ROM

C. Online systems

D. World Wide Web

**Question No:156**

**(Marks:1)**

**Vu-Topper RM**

Which of the following would be the least helpful source when conducting audience research?

A. The website of the organization that has invited you to speak

**B. The program planner of the occasion where you are speaking**

C. News releases highlighting the organization to whom you will be speaking

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D. Interviews of former members of the organization to whom you are invited to speak

**Question No:157**

**(Marks:1)**

**Vu-Topper RM**

thesis statement is a \_\_\_\_\_ of your speech?

**Sender Page 37**

**Question No:158**

**(Marks:1)**

**Vu-Topper RM**

The suggested plan for a letter in which information about a job applicant is requested includes all of the following elements, except: An opening that mentions the name of the person who has given the reader's name as a reference.

**A rude & inappropriate closing.**

**Question No:159**

**(Marks:1)**

**Vu-Topper RM**

Which of the following is the first step in order to overcome communication barriers?

A. All of the given options

B. To find the rare barriers and understand their negative impact

C. To recognize the most common barriers and then, find the positive aspects

**D. To recognize the most common barriers and then, understand their negative impact on communication Page 35**

**Question No:160**

**(Marks:1)**

**Vu-Topper RM**

When using a story, the presenter should:

A. Either option is acceptable

B. Neither option is acceptable

**C. Tell the story first, and then show how it illustrates the thesis Page 55**

D. State the thesis first, and then show how the story supports the thesis

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**Question No:161**

**(Marks:1)**

**Vu-Topper RM**

\_\_\_\_\_ can also seriously impede the transmission of ideas.

A. Tolerance

**B. Prejudice**

**Page 33**

C. Broad sides

D. Acceptance

**Question No:162**

**(Marks:1)**

**Vu-Topper RM**

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

**V-Information**

**Page 87**

**Question No:163**

**(Marks:1)**

**Vu-Topper RM**

In general, there are \_\_\_\_\_ of newspaper indexes:

**Three kinds**

**Page 41**

**Question No:164**

**(Marks:1)**

**Vu-Topper RM**

All of the following are the categories of feedback, except:

**A. Noise**

B. Probing

C. Evaluation

D. Interpretation

**Question No:165**

**(Marks:1)**

**Vu-Topper RM**

Partial or marginal listening can distort the intent of which of the following?

**100 to 150**

**Page 21**

**Question No:166**

**(Marks:1)**

**Vu-Topper RM**

A sample sentence that makes a statement of expresses an attitude, opinion, condition, position, or feeling about the subject. It is called which of the following.

**Thesis statement Page 44**

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**Question No:167**

**(Marks:1)**

**Vu-Topper RM**

All of the following correct about the rules of finding a topic of speech except: begin early choose a topic you are interested in **electronic periodical indexes**

**Question No:168**

**(Marks:1)**

**Vu-Topper RM**

Which of the following is not a demographic characteristic?

A. Sex

B. Age

C. Attitude

**D. Cultural background**

**Question No:169**

**(Marks:1)**

**Vu-Topper RM**

Which phrase shows the key rule to make a good speech?

A. Centering on the self

**B. To keep in mind that idea that is presented in speech**

C. To keep in mind that audiences care most about things that directly affect them.

D. To avoid the audience's choice and most about things that directly affects them.

**Question No:170**

**(Marks:1)**

**Vu-Topper RM**

All of the following you may want to carry, while doing your research except one. Which one is?

A. Note-cards

B. Bibliography

**C. Video games** **Page 41**

D. Information-recording

**Question No:171**

**(Marks:1)**

**Vu-Topper RM**

An opinion, condition, value, attitude, or feeling all of the following characteristics are express in which of the following?

A. References

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B. Speech topic

**C. Thesis statement**

**Page 44**

D. Subject of the topic

**Question No:172**

**(Marks:1)**

**Vu-Topper RM**

Poor retention either on the part of the sender or on the part of the receiver can create problems or lead to \_\_\_\_\_.

**A. Misunderstanding** **Page 33**

B. Hatred

C. Understanding

D. Generosity

**Question No:173**

**(Marks:1)**

**Vu-Topper RM**

Which of the following is not a form of nonverbal communication?

A. Gestures

B. Appearance

**C. A radio interview**

**Page 27**

D. Facial expressions

**Question No:174**

**(Marks:1)**

**Vu-Topper RM**

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

**Anticipation**

**Page 73**

**Question No:175**

**(Marks:1)**

**Vu-Topper RM**

How many words is average speaker's rate per minute?

**A. 100 to 150**

**Page 21**

B. Countless

C. 400 to 500

D. More than 500

**Question No:176**

**(Marks:1)**

**Vu-Topper RM**

How can be credibility of a presenter be increased?

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**All of the given options**      **Page 47**

**Question No:177**      **(Marks:1)**      **Vu-Topper RM**

What will be your first step for the preparation of speech?

- A. Selection of topic**      **Page 40**
- B. Gathering material
- C. Reading newspapers
- D. Writing down relevant points

**Question No:178**      **(Marks:1)**      **Vu-Topper RM**

What does limited eye contact signal?

- A. Control
- B. Dishonesty**      **Page 27**
- C. Playfulness
- D. Intimidation

**Question No:179**      **(Marks:1)**      **Vu-Topper RM**

What do the clothes we wear communicate?

- A. Status**      **Page 27**
- B. Affection
- C. Rejection
- D. Boredom

**Question No:180**      **(Marks:1)**      **Vu-Topper RM**

Letters, reports, stockholder reports, proposals, stockholder meetings, telephone conversations, and conferences are types of media used by an organization to communicate:

- A. Internally
- B. Personally
- C. Externally**
- D. None of the above options

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**Question No:181**

**(Marks:1)**

**Vu-Topper RM**

Select which of the following is example for paralanguage:

- A. Tone of voice
- B. Hand gestures
- C. Body language

**D. All of the above three**

**Question No:182**

**(Marks:1)**

**Vu-Topper RM**

The word 'Communication is derived from the Latin word 'Communion' which means

**To Share**

**Question No:183**

**(Marks:1)**

**Vu-Topper RM**

Intrapersonal communication processes depend upon communicator's all of the following qualities; Except

- A. Self-talk
- B. Creativity
- C. Dull approach**
- D. Frame of reference

**Question No:184**

**(Marks:1)**

**Vu-Topper RM**

Being resistant to issues which are contrary to already existing ideas hampers the process of:

- A. Evaluation
- B. Production
- C. Transmission

**D. Communication.**

**Page 34**

**Question No:185**

**(Marks:1)**

**Vu-Topper RM**

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

**Question and Answer**

**Page 70**

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**Question No:186**

**(Marks:1)**

**Vu-Topper RM**

Which one of the following is an interpersonal need to exercise leadership and prove one's abilities?

A. Power

**B. Control**

**Page 11**

C. Affection

D. Inclusion

**Question No:187**

**(Marks:1)**

**Vu-Topper RM**

Excitement is communicated by:

A. A high pitched voice

B. Rapid rate of speaking

C. Shrill voice

**D. All of the given options**

**Page 29**

**Question No:188**

**(Marks:1)**

**Vu-Topper RM**

The word 'intrapersonal' means:

A. Impersonal

B. Not personal

C. Outside the person

**D. Within the person**

**Google**

**Question No:189**

**(Marks:1)**

**Vu-Topper RM**

What do we call to the person who transmits the message?

**A. Sender**

**Google**

B. Receiver

C. Channel

D. Decoder

**Question No:190**

**(Marks:1)**

**Vu-Topper RM**

“Words don't mean, people mean.” What does this statement mean?

A. Meanings are universal.

B. Meanings are universal.

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C. Meanings are ambiguous.

**D. Meaning are subjective**

**Page 19**

**Question No:191**

**(Marks:1)**

**Vu-Topper RM**

Intrapersonal communication processes depend on how many qualities of the communicator?

**A. Four Page 7**

B. Five

C. Eight

D. More than ten

**Question No:192**

**(Marks:1)**

**Vu-Topper RM**

Select the correct type of communication which occurs when two or a few people talk face to face:

A. Mediated Communication

B. Interpersonal Communication

**C. Intrapersonal Communication**

D. Person-to-Group Communication

**Question No:193**

**(Marks:1)**

**Vu-Topper RM**

The quality of tone is a combination of which of the following?

**Pitch, strength and character Page 59**

**Question No:194**

**(Marks:1)**

**Vu-Topper RM**

In verbal communication one's physical appearance affects the

**Message Page 27**

**Question No:195**

**(Marks:1)**

**Vu-Topper RM**

Which of the following option of anticipating part of speech can reveal questions and concerns that may be raised during presentation?

**Planning**

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**Question No:196**

**(Marks:1)**

**Vu-Topper RM**

The quality of speech which makes you easier to understand while speaking is known as:

A. Pitch

B. Loudness

**C. Articulation Page 29**

D. Pronunciation

**Question No:197**

**(Marks:1)**

**Vu-Topper RM**

In a presentation setting, the only thing that should be prominent is that of the:

**Speaker's voice Page 88**

**Question No:198**

**(Marks:1)**

**Vu-Topper RM**

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

**A. Thank you Page 76**

B. I agree with it

C. That's not right

D. That's a very good point

**Question No:199**

**(Marks:1)**

**Vu-Topper RM**

A facial expression that reveals anxiety on speaker's face causes an audience to feel:

A. Sleepy

B. Relaxed

C. Confident

**D. Anxious and uneasy Page 61**

**Question No:200**

**(Marks:1)**

**Vu-Topper RM**

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

**Conventional theater style Page 83**

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**Question No:201**

**(Marks:1)**

**Vu-Topper RM**

Needs, desires, values, personality, etc. are the examples of:

- A. Relational context
- B. Situational context
- C. Psychological context**
- D. Environmental context

**Google**

**Question No:202**

**(Marks:1)**

**Vu-Topper RM**

Each morning Anna decides how to dress? what to eat? where to go? etc. This refers to which of the following level of communication?

- A. Mediated Communication
- B. Interpersonal Communication
- C. Intrapersonal communication**
- D. Person-to-Group Communication

**Question No:203**

**(Marks:1)**

**Vu-Topper RM**

Probing is:

- A. Attempting to evaluate the credibility of the sender.
- B. Making a judgment about the worth of sender's statement.
- C. Attempting to explain what the sender's statement means.
- D. Attempting to gain additional information, continue the discussion, or clarify a point**

**Question No:204**

**(Marks:1)**

**Vu-Topper RM**

A company arranges a trip for its employees. Which of the following objective is depicted by this incentive?

- A. Motivation**
- B. Public relations
- C. Problem solving
- D. Conflict resolution

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**Question No:205**

**(Marks:1)**

**Vu-Topper RM**

The medium which is used by the sender to transmit his message to the receiver during communication process is known as:

- A. Decoder
- B. Recorder
- C. Channel** Google
- D. Transmitter

**Question No:206**

**(Marks:1)**

**Vu-Topper RM**

Motivation is the process of:

- A. Maintaining Public Relations
- B. Resolving issues in an informal or formal atmosphere
- C. Working with other employees in a depressed atmosphere
- D. Satisfying internal needs through actions and behaviors**

**Question No:207**

**(Marks:1)**

**Vu-Topper RM**

While talking to your friend underneath an elm tree, you hear the sounds of birds singing and this distracts you from your conversation. What would you call it?

- A. Feedback
- B. Psychological noise
- C. Physical noise**
- D. Physiological noise

**Question No:208**

**(Marks:1)**

**Vu-Topper RM**

Film, direct mail campaign, pamphlet, brochure, etc. are the modes of:

- A. None of the above
- B. Mass communication**
- C. Mediated Communication
- D. Person to group communication

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**Question No:209**

**(Marks:1)**

**Vu-Topper RM**

Which of the following is not the function of interpersonal communication?

**Creating isolation**

**Question No:210**

**(Marks:1)**

**Vu-Topper RM**

Which of the following process is the automatic psychological process of receiving aural stimuli?

**A. Hearing**

B. Filtering

C. Listening

D. Speaking

**Question No:211**

**(Marks:1)**

**Vu-Topper RM**

How many levels communication can be divided in?

A. Six

B. Five

**C. Four**      **google**

D. Three

**Question No:212**

**(Marks:1)**

**Vu-Topper RM**

Which type of communication it would be when superiors provide directions to their subordinates regarding what to do?

A. Group

**B. Upward**

C. Downward

D. Horizontal

**Question No:213**

**(Marks:1)**

**Vu-Topper RM**

All of the following are the level of listening except:

A. Active Listening

B. Protective Listening

C. Partial Listening

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## D. Critical Listening

Page 22

Question No:214

(Marks:1)

Vu-Topper RM

What is involved in communication process?

**A. idea-encoding-channel-decoding-feedback**

Page 4

B. Idea-information-channel-receiver

C. Information-channel-receiver

D. Sender-receiver-channel

Question No:215

(Marks:1)

Vu-Topper RM

In modern organization uses the mediums like reports, conferences or interoffice memos to communication with the people working in the organization, what type of communication it will be?

**A. Internal Communication**

Page 15

B. External Communication

C. Interpersonal Communication

D. Interchange Communication

Question No:216

(Marks:1)

Vu-Topper RM

Self-confident individuals usually stand more erect than those:

**A. Who lack confidence**

Page 28

B. Who are over confident

C. Who are submissive

D. Who are arrogant

Question No:217

(Marks:1)

Vu-Topper RM

All of the following are the levels of listening except:

A. Active Listening

B. Partial Listening

**C. Critical Listening**

D. Protective Listening

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**Question No:218**

**(Marks:1)**

**Vu-Topper RM**

How many categories do feedback has?

- A. 3
- B. 5**
- C. 10
- D. 4

**Question No:219**

**(Marks:1)**

**Vu-Topper RM**

Which one of the following statement defines situational context of interpersonal communication?

- A. It concerns your reactions to the other person.
- B. It is who you are and what you bring to interaction.
- C. It deals with the physical "where" you are communicating.
- D. It deals with the psycho-social where your are communicating**

**Question No:220**

**(Marks:1)**

**Vu-Topper RM**

The process by which individuals resolve issues in an informal or formal atmosphere, or when issues are resolved as part of the ongoing interaction between individuals is known as:

- A. Conflict prevention
- B. Conflict resolution**
- C. Effective communication
- D. Communication breakdown

**Question No:221**

**(Marks:1)**

**Vu-Topper RM**

Which is less likely to generate defensiveness?

- A. Being honest**
- B. Being expressive
- C. Demonstrating an attitude of equality
- D. Being focused on solving problems and not controlling others.

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**Question No:222**

**(Marks:1)**

**Vu-Topper RM**

\_\_\_\_\_ itself is probably the most common barrier to effective communication.

- A. Over-communication
- B. Language differences**
- C. Interests and Attitudes
- D. Conflicting Information

**Page 31**

**Question No:223**

**(Marks:1)**

**Vu-Topper RM**

Which of the following is not a tool for capturing audience attention?

- A. Time period
- B. Style Of Delivery**
- C. Startling statements
- D. Rhetorical questions

**Question No:224**

**(Marks:1)**

**Vu-Topper RM**

All of the following are the barriers to communication, EXCEPT:

- A. Language difference
- B. Over communication
- C. Conflicting information
- D. Composing message at proper level**

**Question No:225**

**(Marks:1)**

**Vu-Topper RM**

Partial or marginal listening can distort the intent of which of the following?

- A. Source
- B. Channel
- C. Message**
- D. All of the given options

**Page 33**

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**Question No:226**

**(Marks:1)**

**Vu-Topper RM**

A simple sentence that makes a statement or expresses an attitude, opinion, condition, position, or feeling about the subject. It is called which of the following.

**A. Thesis Statement**

**Page 44**

B. Scope of the thesis

C. Purpose of the thesis

D. Appropriateness of the thesis

**Question No:227**

**(Marks:1)**

**Vu-Topper RM**

Jumps to conclusions. This is an example of:

A. Noise

B. Sender barrier

C. Physical barrier

**D. Listener barrier**

**Page 35**

**Question No:228**

**(Marks:1)**

**Vu-Topper RM**

In USA, maintaining eye contact while talking with elders show confidence, in Pakistan, it shows disrespect. What does this example depict?

A. The interpretation of body language is global.

B. The interpretation of body language is universal.

**C. The interpretation of body language is not universal.**

D. The interpretation of body language is same worldwide.

**Question No:229**

**(Marks:1)**

**Vu-Topper RM**

What does frequent eye contact show?

**A. Liking** **Google**

B. Tension

C. Boredom

D. Rejection

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**Question No:230**

**(Marks:1)**

**Vu-Topper RM**

Which of the following is/are example(s) of interpersonal exchange?

- A. Dialogues
- B. Conversations
- C. Small group discussions
- D. All of the given options**

**Question No:231**

**(Marks:1)**

**Vu-Topper RM**

All of the following are the tips to become a better listener, EXCEPT:

- A. Keep an open mind
- B. Creating interruptions**
- C. Don't talk while listening
- D. Don't jump to conclusions

**Question No:232**

**(Marks:1)**

**Vu-Topper RM**

The quality of tone is a combination of which of the following?

- A. Volume, rate and fillers
- B. Pitch, strength and volume
- C. Fillers, character and volume
- D. Pitch, strength and character**

**Question No:233**

**(Marks:1)**

**Vu-Topper RM**

What is the average rate of speech?

- A. 130 words/minute
- B. 150 words/minute
- C. 140 words/minute**
- D. 160 words/minute

**Page 58**

**Question No:234**

**(Marks:1)**

**Vu-Topper RM**

In verbal communication one's physical appearance affects the \_\_\_\_\_.

- A. Message
- B. Status**

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- C. Channel
- D. Sender

**Question No:235** (Marks:1) **Vu-Topper RM**

Which one of the following defines interpersonal communication as communication that occurs between people who have known each other for some time?

- A. Virtual view
- B. Contextual view
- C. Relative view
- D. Developmental view**

**Question No:236** (Marks:1) **Vu-Topper RM**

Which type of communication occupies the most amount of time?

- A. Speaking
- B. Listening**
- C. Writing
- D. Reading

**Question No:237** (Marks:1) **Vu-Topper RM**

Evaluate listening is successful when we:

- A. Understand the intended meaning of a message.
- B. All the given options**
- C. Accurately distinguish stimuli in a message.
- D. Make critical assessments of the accuracy of the facts in a message.

**Question No:238** (Marks:1) **Vu-Topper RM**

All of the following correct about rules of finding a topic of speech except:

- A. Electronic Periodical Indexes**
- B. Select a topic you know about or easily research
- C. Begin early
- D. Choose a topic you're interested in

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**Question No:239**

**(Marks:1)**

**Vu-Topper RM**

All of the following are the types of periodical except:

- A. Note-cards**
- B. Magazines
- C. Journals
- D. Newspapers

**Question No:240**

**(Marks:1)**

**Vu-Topper RM**

When does a presentation begin?

- A. The moment you are in view of your listeners.**
- B. The moment you are asked to give a presentation.
- C. The moment you begin speaking.
- D. The moment you decide on a topic for your presentation.

**Question No:241**

**(Marks:1)**

**Vu-Topper RM**

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

- A. Before a presentation
- B. Not at all
- C. At the end of a presentation**
- D. During a presentation

**Question No:242**

**(Marks:1)**

**Vu-Topper RM**

The word 'communication' is derived from a Latin word 'communico', which means:

- A. To give
- B. To tell
- C. To respond
- D. To share**

**Question No:243**

**(Marks:1)**

**Vu-Topper RM**

Which of the following is not considered as a Public Relation function?

- A. Product publicity

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- B. Consumer service
- C. Creative support**
- D. Corporate communications

**Question No:244** (Marks:1) **Vu-Topper RM**  
Which type of communication it would be when subordinates update their superiors by telling them about problems at the workplace?

- A. Group
- B. Upward**
- C. Downward
- D. Horizontal

**Question No:245** (Marks:1) **Vu-Topper RM**  
Following are the main categories of feedback; Except

- A. Probing
- B. Filtering**
- C. Evaluation
- D. Interpretation

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