

**MIDTERM EXAMINATION**  
**MCM301- Communication skills (Session - 2)**

**Time: 60 min**  
**Marks: 45**

**Question No: 1 ( Marks: 1 ) - Please choose one**

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Questions and comments that an audience is likely to raise can be anticipated by considering all of the following, except:

- ▶ Previous experience
  
- ▶ **Rare reassurance**
- ▶ Planning
- ▶ Input from associates

**Question No: 2 ( Marks: 1 ) - Please choose one**

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A goodwill speech may be:

- ▶ Seemingly informative
- ▶ Presented to change attitudes
- ▶ Presented to change behaviors
- ▶ All of the given options

**Question No: 3 ( Marks: 1 ) - Please choose one**

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All of the following reduces communication apprehension, except:

- ▶ Rehearsing your presentation
- ▶ Speaking more often
- ▶ Taking speech courses and workshops
- ▶ **Concentrating on your nervousness**

**Question No: 4 ( Marks: 1 ) - Please choose one**

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

- ▶ **Mostly long sentences**
- ▶ Personal pronouns freely
- ▶ Active voice
- ▶ Contractions often

**Question No: 5 ( Marks: 1 ) - Please choose one**

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How can the credibility of a presenter be increased?

- ▶ Complimenting the audience
- ▶ Demonstrating your sincerity
- ▶ All of the given options
- ▶ Being well dressed and well groomed

**Question No: 6 ( Marks: 1 ) - Please choose one**

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What does gripping the lectern, having clenched fists and constant clearing of the throat convey?

- ▶ Open or confident
- ▶ Dictatorial or arrogant
- ▶ Insecure or nervous
- ▶ Happy or pleased

**Question No: 7 ( Marks: 1 ) - Please choose one**

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\_\_\_\_\_ refers to the degree of highness or lowness of a sound.

- ▶ **Pitch**
- ▶ Speed
- ▶ Volume
- ▶ Rate

**Question No: 8 ( Marks: 1 ) - Please choose one**

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A story, that is not true but it perfectly illustrates the point the presenter wants to make, is called:

- ▶ Hypothetical
- ▶ Fictional
- ▶ Factual
- ▶ **Genuine**

**Question No: 9 ( Marks: 1 ) - Please choose one**

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Which of the following could not be an appropriate beginning of speech?

- ▶ Appropriate quotation
- ▶ Asking a rhetorical question
- ▶ **An ordinary story**
- ▶ A startling statement

**Question No: 10 ( Marks: 1 ) - Please choose one**

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To select a good topic of speech one should keep in mind all of the following, EXCEPT:

- ▶ A topic should be intriguing
- ▶ A topic should be appealing
- ▶ A topic should not tell too much about a speech
- ▶ **A topic should be too vague**

**Question No: 11 ( Marks: 1 ) - Please choose one**

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

- ▶ The website of the organization that has invited you to speak
- ▶ The website of the organization that has invited you to speak
- ▶ Interviews of former members of the organization to whom you are invited to speak
- ▶ News releases highlighting the organization to whom you will be speaking

**Question No: 12 ( Marks: 1 ) - Please choose one**

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Determining the audience's attitude toward you as the speaker is an aspect of?

- ▶ Analyzing the audience
- ▶ Analyzing the speaker
- ▶ Analyzing the occasion
- ▶ Analyzing the audience and the speaker

**Question No: 13 ( Marks: 1 ) - Please choose one**

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Which of the following is not a demographic characteristic?

- ▶ Sex
- ▶ Age
- ▶ Cultural background
- ▶ **Attitude**

**Question No: 14 ( Marks: 1 ) - Please choose one**

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

- ▶ **Misunderstanding**
- ▶ Stronger friendship
- ▶ Better understanding
- ▶ Generous approach

**Question No: 15 ( Marks: 1 ) - Please choose one**

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

- ▶ Listener barrier
- ▶ Sender barrier
- ▶ **Physical barrier**
- ▶ Resistance

**Question No: 16 ( Marks: 1 ) - Please choose one**

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The sender analyzes the receiver's knowledge so that the he/she could:

- ▶ Compose the message at the proper level.
- ▶ Emphasize receiver benefits.
- ▶ Choose the approach to use in the message.
- ▶ Avoid making a negative impression.

**Question No: 17 ( Marks: 1 ) - Please choose one**

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Which of the following is a type of nonverbal communication derived from the sound of the speaker's voice?

- ▶ Paralegalism
- ▶ Parallelism
- ▶ Paradigm
- ▶ **Paralanguage**

**Question No: 18 ( Marks: 1 ) - Please choose one**

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Which of the following is NOT a form of verbal communication?

▶ **Appearance**

- ▶ Letters
- ▶ Books
- ▶ Reports

**Question No: 19 ( Marks: 1 ) - Please choose one**

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Which of the following describes nonverbal communication?

- ▶ Non-verbal communication is writing.
- ▶ **Nonverbal communication is interpersonal communication through nonlinguistic** means.
- ▶ Non-verbal communication is everything including your words.
- ▶ Nonverbal communication is reading.

**Question No: 20 ( Marks: 1 ) - Please choose one**

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Which one of the following is not a right tip to become a better listener?

- ▶ **Don't provide feedback**
- ▶ Keep an open mind
- ▶ Don't jump to conclusions
- ▶ Don't let yourself be distracted by the environment

**Question No: 21 ( Marks: 1 ) - Please choose one**

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The belief that your own ideas are more important or valuable than those of others is an example of which barrier to listening?

- ▶ Preoccupation
- ▶ Egocentrism
- ▶ Physical barriers
- ▶ Environmental barriers

**Question No: 22 ( Marks: 1 ) - Please choose one**

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\_\_\_\_\_ is the first element in the listening process.

- ▶ Listening
- ▶ **Hearing**
- ▶ Filtering
- ▶ Speaking

**Question No: 23 ( Marks: 1 ) - Please choose one**

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

- ▶ The extent to which you share common backgrounds and experiences
- ▶ The diversity of your backgrounds
- ▶ The extent to which you share common approaches
- ▶ None of the given options

**Question No: 24 ( Marks: 1 ) - Please choose one**

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Which of the following statement about communication is correct?

- ▶ The meaning we associate with a word will be shared by those with whom we communicate.

- ▶ Effective communication skills make a significant contribution to organizational cost reduction.
- ▶ Meanings cannot be subjective.
- ▶ All of the given options

**Question No: 25 ( Marks: 1 ) - Please choose one**

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Which of the following is a form of communication in which messages are sent to large, public, dissimilar, anonymous, distant audiences using some intermediate instrument of transfer?

- ▶ Mediated communication
- ▶ **Mass communication**
- ▶ Interpersonal communication
- ▶ Group communication

**Question No: 26 ( Marks: 1 ) - Please choose one**

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

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

**Question No: 27 ( Marks: 1 ) - Please choose one**

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All of the following are the levels of communication, except:

- Intrapersonal Communication
- Mediated Communication
- Interpersonal Communication
- Frame Communication**

**Question No: 28 ( Marks: 1 ) - Please choose one**

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Intrapersonal communication processes depend upon communicators all of the following qualities.

**EXCEPT':**

- Frame of reference
- Creativity
- Self-talk
- Dull approach**

**Question No: 29 ( Marks: 1 ) - Please choose one**

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Intrapersonal communication includes:

- What we think
- Way we think
- Way we communicate with ourselves
- All of the given options**

**Question No: 30 ( Marks: 1 ) - Please choose one**

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