

OMBC105: Assignment & Self Assessment

Qns

1. Choose what is at the heart of business network?

- a. Communication**
- b. Products
- c. Services
- d. Product & Services

2. Choosing media would depend upon?

- a. Person Specific
- b. Familiarity With Media
- c. Need of situation**
- d. Cheap

3. Humans act in their

- a. Self Interest**
- b. Comfort Zone
- c. Free Time
- d. Personal Life

4. Identify from where basic knowledge about technical tools can be learnt?

- a. Manuals**
- b. Comfort Zone
- c. Free Time
- d. Personal Life

5. Select what the media mix includes

- a. Text, Words, Voice
- b. Words, Pictures, Voice
- c. Text, Pictures, Voice
- d. Text, Words, Pictures, Voice**

6. Choose one of the factors used to select a media tool

- a. Time and Tool availability**
- b. Technical Knowledge
- c. Technical Experience
- d. Discover

7. The reading should be loud and?

- a. Inaudible
- b. Easy to hear
- c. Clear
- d. Audible**

8. Choose one of the pre-consideration for organizing meeting.

- a. Participants
- b. Venue**
- c. Agenda
- d. Serving purpose

9. What is to be prepared before giving advertisement or start interviewing?

- a. Job Description**
- b. Organization Chart
- c. List of Vacancy
- d. Listing in stock market

10. Choose what a correspondence can be supported with

a. Graphs, Charts, Pictures

b. Graphs, Pictures

c. Charts, Graphs

d. Pictures, Charts

11. To address a letter, salutation include

a. Dear Sir

b. Sir

c. Dear

d. Jack

12. The business correspondence has to write something about its

a. Organization

b. Policy

c. Products

d. Services

13. What are pre-determined conversations?

a. Consultation

b. Examinations

c. Exchange

d. Discussions

14. Which of the mentioned is an example of picture communication.

a. Video

b. Vlogs

c. Wall Painting

d. Blogs

15. Is a term used by Microsoft to indicate a readymade format developed by wise men.

- a. Developer
- b. Engineer
- c. Wizard**
- d. Scientist

16. In one to many type of communication, instead of looking in the eyes of an individual, we look for group

- a. Reflex
- b. Failure
- c. Reaction**
- d. Cause

17. Now communication through printing media has become one of tasks with almost in all types of businesses.

- a. Routine
- b. Office**
- c. Factory
- d. Company

18. Habits of writing points even if you do not need them, is a good for many reasons.

- a. Habit**
- b. Fashion
- c. Style
- d. Pattern

19. hand outs before meet begins so that they can add their jottings instead of note pads.

a. Distribute

b. Circulate

c. Pass On

d. Print

20. The idea of accepting in so subjective that one has to have relations with the newspaper concerned.

a. Media Briefing

b. Press Release

c. Press Conference

d. Personal Interview

21. Very large portion of office communication arises out of

a. Ignorance of policies

b. Office Friendship

c. Familiarity of media

d. Self Interest

22. In the times of you assume someone else's responsibility for the same organization.

a. Difficulty

b. Simplicity

c. Routine

d. Complexity

23. One of the objective of communication is communication should be clear and brief..

a. True

b. False

24. The mother tongue and language of business must be the same.

a. True

b. False

25. In barriers, most of the barriers are through human handling and one has to try to change human handling.

a. True

b. False

26. In case of communication with service providers, once the initial services are contracted for rest of the communication becomes routine.

a. True

b. False

27. All advertising, publicity, packaging is aimed at brand image.

a. True

b. False

28. Generally, Secretary is said to be a conductor of meeting and its procedures.

a. True

b. False

29. Whatever information you have promised should not be delivered in time.

a. True

b. False

30. One should not be careful in giving out information.

a. True

b. False

Question	Option 1	Option 2	Option 3	Option 4	Option 5	Answers
In a group, eye to eye contact you cannot concentrate on an?	Individual	Enemy	Friend	Group		1
Which type of communication is called as lectures?	Many-to-Many	One-to-Many	One-to-One	Many-to-One		2
With which system, it is possible to spread a written word all over the world physically.	Telex and Fax	Mobile and Email	Postal and Courier	Mobile and Fax		3
What has become convenient to transfer words in written forms?	Photocopy	Fax	Telex	E-mail		4
One of the best example of one to many written communiation is?	Magazine	Website	News Paper	Email		3
Correspondence can be supported with	Graphs, Charts, Pictures	Graphs, Pictures	Charts, Graphs	Pictures, Charts		1
What is found in conversation?	Purpose	Direction	Scope	Reason		1
What are pre-determined conversations?	Consultation	Examinations	Exchange	Discussions		4
Do picture communicate?	Yes. Sometimes	Never	Yes. Rarely	Yes. Always		4
Downward communication can be done with	Subordinates	Bosses	Colleagues	Relatives		1
The computer information can be	Overlooked	Discussed	Seen	Stolen		3
One of the objective of communication is communication should be clear and brief..	TRUE	FALSE				1
Communication should not consider cost and benefit factor.	TRUE	FALSE				2
Cultivating language is important for communication	TRUE	FALSE				1
Empathy is putting someone in the position of receiver.	TRUE	FALSE				2
Choose the appropriate technique which can be extensivley used for the group activity where there are number of official groups operating in an organization	Tea-breaks	Meeting	Parking	Board room		2
Select the widely used technique in an organization, if group decisions are involved or information is to be distributed	Outbound activity	Interview	Meeting	Circulars		3
Identify the techniques which is very sensitive and it is concerned with employees and their families.	Machineries Removal	Machineries upgradation	Industrial Relations	Public Relations		3
Identify for communication the media mix appropriately includes from the list	Text, Words, Voice	Words, Pictures, Voice	Text, Pictures, Voice	Text, Words, Pictures, Voice		4
Choose the most appropriate for effective communication is the one which makes people to act towards communication	Objective	Purpose	Target	Desire		1
If there is a time, one may choose, which method, for communication?	Cheaper and fast	Clotly and slower	Clotly and fast	Cheaper and Slower		4
The message should be	Clear	Clear and brief	Brief	Short and sweet		2
The process of communication involves	Manners of Expression	Language	Grammer	Silence		1
Technically people may learn to write well but may not support it with ?	Appropriate symbols	Appropriate language	Appropriate words	Appropriate emotions		4

One's personality is expressed through?	Language	Manners	Communication	Grammar		3
It is really an act of passing a message to receiver's hands.	Encoder	Decoder	transmission	feedback		3
The _____ for message should be chosen on the basis of its availability, meet situational needs, time needed for achieving communication objective, cost involved and likely disturbances in transmission.	people	place	devices	media		4
There must be sufficient knowledge pertaining to prices and commercial terms so that we can speak of actual sales	Commercial knowledge	Legal knowledge	Competitive Information	Publicity orientation		1
It also study geography and history of market area and have a good sense of logistics involved.	Know customer profile	Know logistics and culture	Know self interest of intermediaries	Competitive Information		2
Even the board of directors use this term as a technique of communication	Gathering	Get-together	Gossiping	meeting		4
This is one of the sensitive communication areas which are concerned with its employees and their families.	Public relation	Foreign relations	Industrial Relations	Trade relations		3
One popular example is talks with Worker Union or at the time of demonstrations, grief etc. Here the individual is primarily a listener and all others are speakers.	Group representation	Lectures	Official	Discussions		1
The conversation with the boss, subordinates and colleagues will vary, depending upon how much authority you mix with it.	Official	Discussions	Group representation	Lectures		1
Many times we confirm voice communication by _____ communication as a safety measure and for permanent record.	silent	written	Body language	facial		2
This mode has become convenient to transfer words in written forms along with a facility to send its copies to many users.	silence	Gestures	E-mail	Postures		3
The type of communication on telephone is so common that we find even illiterate people using it very easily.	voice	silent	written	Body language		1
For holding one way communication like in public meeting, business conference these are used.	Walkman	Speakers	Dictaphone	Fax		2
A media to transact and it is transacting community that decides the choice.	quiet	silence	Language	vague		3
Many people lack speaking abilities because they lack purposeful thoughts to _____.	write	read	listen	express		4
Jotting points on a piece of paper is essential to increase this type of skills	reading	listening	writing	speaking		2
The term referred as expanding subject in understandable fashion.	Paraphrasing	Summarization	vocabulary	Jotting points		1
Some meetings are called just to show that everyone is consulted before taking decision.	red light	opposition	disapproval	Rubber Stamp		4
Any problem, any emergency is attended to by calling	Conferences	Interviews	Seminars	Meetings		4

Top governing _____ responsible to organization functioning through meetings.	Governor	Prime Minister	Board of Directors	Naval officer		3
The term referred as Finding way through humans in organization	Organisation carefulness	Organisation caution	prudence	Organization politics		4
Presentation will have to be	Effective	Short	Short and effective	Neither short nor effective		3
All communication requires a	Technical knowledge only	Commercial knowledge only	Technical and commercial knowledge	Human touch		4
The mother tongue and language of business need not be?	Identical	Technical	Commercial	Same		4
Writing skills in language can only be developed through?	Practicing listening	Practicing speaking	Practicing reading	Practicing writing		4
We cannot communicate without what?	Words	Language	Symbols	Pictures		1
Two persons are not alike, even though both of them can qualify to be	Sofisticated	Human	Well Mannered	Good communicator		2
In order to know a person one has to remain very submissive, whatever may be his?	Education	Income	Family background	Position		4
Respect individual as human irrespective of their?	Power and position	Power only	Position only	Neither power nor position		1
The person becomes more important than a ?	Education	Position in society	Income	Purpose		4
To win trust, some of the approaches are	Being honest	Sincere	Keeping your words	All the above		4
Humans act in their	Self interest	Comfort zone	Free Time	Personal life		1
To communicate with quite mind and make a judgement of situation, one has to	Control over language	Control one's thoughts	Control Emotions	Control one's thoughts and emotions		4
He is under pressure of a team and in most of cases he is either	Follower	Leader	Insider or outsider	Follower or leader		4
The tools which we use for communication are?	Non Technical	Commercial	Non Commercial	Technical		4
From where basic knowledge about technical tools can be learnt?	Manuals	Service Contract	User handbook	All the above		4
Which factors needs to be cultivated for effective communication?	Knowledge	Skills	Values	All the above		4
Which type of messages have no place in business communication?	Non-objective	Commercial	Technical	Neither commercial nor technical		1

In short your message should be planned in terms of which factors?	Reaction of receiving	Be Objective	Be in time frame	All the above		4
If you feel message should be transmitted in real time, then which method is adopted?	Using Telephone	Sending a person	Using Courier	Using snailmail		1
A choice of media, message, encoding and transmission is done by?	Transmitter	Sender and receiver	Receiver	Sender		4
With every message, sender is trying to convey?	Emotional Leadership	Financial Leadership	Political Leadership	Situational Leadership		1
During transmission of a message, one has to carry out two activities. Which are those?	Reducing Distances & Removing Barriers	Reducing Disturbance & Removing Barriers	Reducing Disturbance & adding Barriers	Adding Disturbance & Reducing Barriers		2
The poor listener would be a	Bigger advantage	Bigger gainer	Bigger loser	Bigger barrier		4
The problem with most of the communicators is that they show less inclination in having some basic	Technical knowhow	Commercial knowledge	Business knowledge	Etiquettes		1
What needs understanding a coded language used in a message.	Symbols	Code	Encode	Decode		4
In written communication one will have to	Understand Script	Words	Words meaning	All the above		4
In business world, receiver requires which skills?	Reading	Writing	Listening	Reading and Listening		4
One of the barriers is not developed	Capacity of reading	Deciding priorities	Capacity of Reading & Deciding priorities	Capacity of Listening & Deciding priorities		3
Give clear and about which you are communicating.	Reference, Subject	Instructions, Reference	Direction, Subject	Instructions, Direction		1
. as humans irrespective of their power and position.	Respect Individuals	Respect Seniors	Respect Juniors	Respect Colleagues		1
If there is no to communicate one can hardly do it effectively.	Message	Receiver	Intention	Sender		3
With every message the sender is taking of the thoughts he is conveying.	Emotions	Leadership	Emotional Leadership	Leadership Emotionally		3
. And removing barriers is a job one has to do during transmission.	Keeping barriers	Reducing disturbances	Technical Tools	Harmony		2
Feedback is essential in business for both the parties to do the	Inactivity	Marketing	Transaction	Purchasing		3
In companies having a base this is a class of stake holders who need meticulous communication.	Business Partner	Vendor	Shareholder	Customer		3
. knowledge becomes an important consideration in dealing with the Government.	Commercial	Technical	Legal	Judicial		3

The business communication is largely based on rational and rarely	Pathetic	Passionate	Hystirical	Emotional		4
Identify the very popular system in voice communication with distance.	Telephone	Telex	Fax	Email		1
In comparison between transportation cost with telephone talk identify the more expensive method	Marketing Cost	Repair Cost	Manufacturing Cost	Transportation Cost		4
Identify the most widely used system, it is possible to spread a written word all over the world.	Telex and Fax	Mobile and Email	Postal and Courier	Mobile and Fax		3
Select the post popular communication format in official methods In one to many type	Circular letters	Memo	Notices	Court Orders		1
Identify one of the best examples of one to many written communiation.	Magazine	Website	News Paper	Email		3
Identify amongst the mentioned limitations, Communication has to be understood along with	Technical limitation of tools	Commercial limitation of tools	HR limitation of tools	Management limitation of tools		1
Identify One of the most important areas in business communication	Downward communication	Upward communication	Individual Communication	Group Communication		4
Identify, the increase of the essential skills for Jotting points on a piece of paper.	Listening	Speaking	Writing	Hearing		1
Identify amongst the options, One of the reason to call for a meeting	Announcing important achievement	Announcing Bonus	Announcing Termination	Announcing Transfer		1
Identfy One of the pre-consideration for organizing meeting	Participants	Venue	Agenda	Serving purpose		4
Choose One of the important reasons of failure of meetings	Member	Stenographer	Chairman	Powerless Secretary		4
Show which amongst the listed is a major meeting document.	Agenda	Member List	Venue Details	Acknowledgement		1
Select the appropriate feedback mechanism after a meeting.	Venue Bill	Subject Layout	Minutes	Agenda		3
Select the appropriate method of communication during an interview.	Interactive Communication	One way Communication	Silent Communication	Comparitive communication		1
Select apporpirate method communication to support official Correspondence.	Graphs, Charts, Pictures	Graphs, Pictures	Charts, Graphs	Pictures, Charts		1
Ability to speak and ability to hear are enough if people are opposite to each other, Seeing Eye to eye this is called	simple and direct	simple and indirect	complex and direct	complex and indirect		1
Many people expect immediate action without thinking how much time it will take for receiver to decide, act and then give a.	indifference	disinterest	feedback	nonresponse		3
If we are weak in language our expressions are incomplete in terms of persuasion and understanding of the which person.	sender	encoder	interpreter	Receiver		4

If you are doing communication _____ you are wasting time and money.	profitable	purposelessly	efficiently	effectively		2
The language which the family members speak becomes our first acquaintance and this is what we loosely term as	Non-native language	foreign language	official language	Mother tongue		4
In order to understand human being we have to understand him as an individual as well as in context of which behavior.	Group	single	individual	separate		1
In communication identify what of all those who are participating and then see how yours and theirs self-interest can be fruitfully utilized.	altruism	generosity	Self-Interest	bountiful		3
_____ is heart of your becoming a part of social influence and leadership.	politics	Communication	ignorance	secret		2
The person makes a choice of media, message, encoding and transmission and therefore, its tone, cost and speed.	Sender	Receiver	transmission	Decoder		1
The term should have an objective to at least get confirmation of its receipt confirmed or action feedback, that too, within a given time frame.	Decoder	message	Sender	Receiver		2
It refers to the flow of messages across functional areas on the same level of an organization.	Diagonal organisation	Vertical Communication	Horizontal communication	Parallel Communication		3
Building relationships between senior-level and lower-level employees from different parts of the organization	Parallel Communication	Diagonal organisation	Vertical Communication	Horizontal communication		2
A flow of information up and down the organization's hierarchy	Vertical Communication	Horizontal communication	Parallel Communication	Diagonal organisation		1
This is specialized communication on fixed term basis developed for highlighting achievements of employees and organization.	Home Bulletin	Newspaper	press release	magzine		1
This communication is with variety of sections, departments, branches and at different levels like bosses subordinates and colleagues.	External	Pheripheral	Internal	Superficial		3
Business involves in society as the main agency providing	Goods only	Services only	Neither Goods or Services	Goods and Services		4
To form huge network organization, we require	Connection	Some one is connected	No one is connected	Every one is connected		4
What is at the heart of business network?	Communication	Products	Services	Products and Services		1
What expresses displeasure on part of the communicator?	Pictures	Words Spoken	Signs	Long Silence		4
Business Communication is always	Purposeful	Fruitful	Aimless	Pleasant		1
The building blocks of trust are transparency and in time response.	TRUE	FALSE				1
The general qualities of message does not hold good in all media.	TRUE	FALSE				2

Office communication is largely written communication.	TRUE	FALSE				1
Office communication is more based on rules and regulations it requires more knowledge of systems and procedures.	TRUE	FALSE				1
One can not give links to some useful site	TRUE	FALSE				2
Print is most popular media that is being used in business.	TRUE	FALSE				1
Success of business depends on	Product	Communication	Machinery	Raw Material		2
One of the important area of knowledge for communication is	Reading Skills	Writing Skills	Language	Understanding Skills		3
. Is respecting others and winning them.	Diplomacy	Politics	Skills	Maturity		1
If you are learning business communication, start reading	Business Reports	Business Newspapers	Business Magazines	Audited Statements		1
Classify the main involvement of Business in society as the main agency providing	Goods only	Services only	Neither Goods or Services	Goods and Services		4
Identify the requirement to form huge network in the organization	Connection	Some one is connected	No one is connected	Every one is connected		4
Select the correct option for, 'Business Communication is always'	Purposeful	Fruitful	Aimless	Pleasant		1
Motive of the message should be	Clear	Clear and brief	Brief	Short and sweet		2
Choose appropriately for the following sentence, 'Technically people may learn to write well but may not support it with'	Appropriate symbols	Appropriate language	Appropriate words	Appropriate emotions		4
Select appropriate option for, 'Empathy is putting ourselves in the position of receiver of '	Services	Products	Business transaction	Communication		4
Recall if the mother tongue and language of business need not be	Identical	Technical	Commercial	Same		4
Recall how writing skills in language can only be developed through?	Practicing listening	Practicing speaking	Practicing reading	Practicing writing		4
For effective communication identify how the humans act?	Self interest	Comfort zone	Free Time	Personal life		1
Determine if one must communicate with quite mind and make a judgement of situation, what must one do?	Control over language	Control one's thoughts	Control Emotions	Control one's thoughts and emotions		4
Identify in most cases to develop communication strategy if he /she is under pressure of a team what position he /she is in the group	Follower	Leader	Insider or outsider	Follower or leader		4
During transmission of a message, one has to carry out two activities. Identify the activities.	Reducing Distances & Removing Barriers	Reducing Disturbance & Removing Barriers	Reducing Disturbance & adding Barriers	Adding Disturbance & Reducing Barriers		2
Reception is generally at the receiving end and hence identify the requirement of the receptionist for effective communication	Good Manners	Good Language skills	Patience	Arrogance		3
Select appropriately from the given choices, Office communication is also known as	Correspondence	Internal Communication	External Communication	Documentation		1

Identify the requirements for Effective Office communication is based on rules and regulations	Knowledge of Employees	Knowledge of office etiquette	Knowledge of systems and procedures	Knowledge of language
--	------------------------	-------------------------------	-------------------------------------	-----------------------

3

Unit 1 - Self Assessment Questions

Your last recorded submission was on 2022-01-24, 17:57 IST

Previous Score: 100%

Instructions:

Self Assessment Questions for Practice (Non-Graded)

Number of Questions: 10

Attempts: Multiple

1 point

Business involves in society as the main agency providing ?

- Goods only
- Services only
- Neither Goods or Services
- Goods and Services

Yes, the answer is correct.

Score: 1

Feedback:

Businesses provide both goods & services to society.

Accepted Answers:

Goods and Services

1 point

There must be a link between

- Business and Society
- Business and Businessman
- Society and Businessman
- Businessman and customers

Yes, the answer is correct.

Score: 1

Feedback:

As business and society go hand in hand, there must be a link between the two.

Accepted Answers:

Business and Society

1 point

To form huge network organization, we require?

- Connection
- Some one is connected

- No one is connected
- Every one is connected

Yes, the answer is correct.

Score: 1

Feedback:

For communication, we require atleast two human beings. If everyone is connected, communication happens at various levels.

Accepted Answers:

Every one is connected

1 point

What is at the heart of business network?

- Communication
- Products
- Services
- Products and Services

Yes, the answer is correct.

Score: 1

Feedback:

For any business, how all the stakeholders will be able to know about product & services? It is through effective communication.

Accepted Answers:

Communication

1 point

Communication can take shape of ?

- Pictures
- Text
- Sounds
- Silence
- All of the above

Yes, the answer is correct.

Score: 1

Feedback:

In communication is in the form of pictures, words spoken, signs and long Silence.

Accepted Answers:

All of the above

1 point

One of the objective of communication is communication should be clear and brief.

- True

False

Yes, the answer is correct.

Score: 1

Feedback:

Communication should be clear and brief. One of the objective of communication.

Accepted Answers:

True

1 point

Communication should not consider cost and benefit factor.

True

False

Yes, the answer is correct.

Score: 1

Feedback:

In Communication, one must consider cost and benefit factor.

Accepted Answers:

False

1 point

Cultivating language is important for communication.

True

False

Yes, the answer is correct.

Score: 1

Feedback:

In Communication, language plays important role.

Accepted Answers:

True

1 point

Success of business depends on -----.

Product

Communication

Machinery

Raw Material

Yes, the answer is correct.

Score: 1

Feedback:

With right kind of Communication, every business experience success.

Accepted Answers:

Communication

1 point

Communication not only conveys thoughts but also -----.

- Emotions
- Money
- Relationship
- None of the above

Yes, the answer is correct.

Score: 1

Feedback:

How the stakeholders will understand the right meaning of communication happens? If we business managers, touch the emotions of all the stakeholders, the right meaning of words is understood.

Accepted Answers:

Emotions

Check Answers and Submit

Your score is: 10/10

Unit 2 - Self Assessment Questions

Assignment not submitted

Instructions:

Self Assessment Questions for Practice (Non-Graded)

Number of Questions: 10

Attempts: Multiple

1 point

The language which the family members speak becomes our first acquaintance and that is what we loosely term as?

- Family Tongue
- Sister Tongue
- Father Tongue
- Mother Tongue

Yes, the answer is correct.

Score: 1

Feedback:

The language spoken in the family is termed as mother tongue.

Accepted Answers:

Mother Tongue

1 point

The mother tongue and language of business need not be?

- Identical
- Technical
- Commercial
- Same

Yes, the answer is correct.

Score: 1

Feedback:

Due to globalization, the business partners might be from different parts of the world. Hence mother tongue and business language must not be the same.

Accepted Answers:

Same

1 point

Due to historical coincidence, which language is accepted as language of business?

- Chinese
- Spanish
- German
- English

Yes, the answer is correct.

Score: 1

Feedback:

English is global language and considered as business language. It is developed more than 1400 years ago.

Accepted Answers:

English

1 point

Best ways to increase familiarity with the language is ?

- Socialize in language group
- Teach the same language
- Do not interact in the same language
- Learn the same language

Yes, the answer is correct.

Score: 1

Feedback:

Socializing will help us to understand native and uncommon words that may not be used in business communication.

Accepted Answers:

Socialize in language group

1 point

The other way of increasing your social coming together is?

- Listening radio
- Going to picnic
- Becoming part of various associations
- Watching television

Yes, the answer is correct.

Score: 1

Feedback:

When we get associated with various associations, we come across different types of people and interacting with people communication increases.

Accepted Answers:

Becoming part of various associations

1 point

We cannot communicate without words.

- True
- False

Yes, the answer is correct.

Score: 1

Feedback:

Without words, it is difficult to communicate.

Accepted Answers:

True

1 point

The mother tongue and language of business must be the same.

- True
- False

Yes, the answer is correct.

Score: 1

Feedback:

Because of Globalization, mother tongue and business language would be different.

Accepted Answers:

False

1 point

Socializing in language group does not increase familiarity with the language.

- True
- False

Yes, the answer is correct.

Score: 1

Feedback:

Rather socializing in language group, increases the familiarity with the language.

Accepted Answers:

False

1 point

_____ is respecting others and winning them.

- Diplomacy
- Politics
- Skills
- Maturity

Yes, the answer is correct.

Score: 1

Feedback:

Give respect & get respect. Diplomacy is respecting others and winning them.

Accepted Answers:

Diplomacy

1 point

If you are learning business communication, start reading -----.

- Business Reports
- Business Newspapers
- Business Magazines
- Audited Statements

Yes, the answer is correct.

Score: 1

Feedback:

Only Business Reports will help the reader to understand the meaning of business terminology.

Accepted Answers:

Business Reports

Check Answers and Submit

Your score is: 10/10

Unit 3 - Self Assessment Questions

Assignment not submitted

Instructions:

Self Assessment Questions for Practice (Non-Graded)

Number of Questions: 10

Attempts: Multiple

1 point

Man can rarely stay away from?

- Colleagues
- Friends
- Family
- Society

Yes, the answer is correct.

Score: 1

Feedback:

Man cannot stay away from society. He may stay away from colleagues, friends, family but not without society.

Accepted Answers:

Society

1 point

The real need for communication being with ?

- Having Friends
- Having Time
- Having Money
- Having Thoughts

Yes, the answer is correct.

Score: 1

Feedback:

Even a tiny thought is the starting point of communication.

Accepted Answers:

Having Thoughts

1 point

Which factors needs to be cultivated for effective communication?

- Knowledge
- Skills
- Values
- All the above

Yes, the answer is correct.

Score: 1

Feedback:

For effective communication, one must possess knowledge, skills and values.

Accepted Answers:

All the above

1 point

Which type of messages have no place in business communication?

- Non-objective
- Commercial
- Technical
- Neither commercial nor technical

Yes, the answer is correct.

Score: 1

Accepted Answers:

Non-objective

1 point

It is preferable, we start speaking about which terms if someone knows our products technical specifications?

- Technical and commercial
- Quality
- Commercial
- Technical

Yes, the answer is correct.

Score: 1

Feedback:

In most of the cases, the technical bids would be analysed by the engineering teams and the approval of a specific bid would lie in their hands. ... A commercial bid would not carry much details of the product or the solution in question, instead it deals mostly with the commercial aspects of the offer.

Accepted Answers:

Commercial

1 point

During communication, one must understand media of communication.

- True
- False

Yes, the answer is correct.

Score: 1

Feedback:

Media are the communication outlets or tools used to store and deliver information or data. The term refers to components of the mass media communications industry, such as print media, publishing, the news media, photography, cinema, broadcasting (radio and television), and advertising.

Accepted Answers:

True

1 point

The sender expects a confirmation that the message is received and action if any is taken.

True

False

Yes, the answer is correct.

Score: 1

Feedback:

The transmission of sender's ideas to the receiver and the receiver's feedback or reaction to the sender constitute the communication cycle. The process of communication begins when one person (the sender) wants to transmit a fact, idea, opinion or other information to someone else (the receiver).

Accepted Answers:

True

1 point

The message should be merciless respecting the receiver's frame of mind.

True

False

Yes, the answer is correct.

Score: 1

Feedback:

If you describe someone as merciless, you mean that they are very cruel or determined and do not show any concern for the effect their actions have on other people

Accepted Answers:

False

1 point

If there is no _____ to communicate one can hardly do it effectively.

Message

Receiver

Intention

Sender

Yes, the answer is correct.

Score: 1

Feedback:

*Stating your **intention** can build positivity, collaboration and trust. All leaders and good communicators know that to connect and influence one needs to be honest about the reason, goal and hope in having the dialogue.*

Accepted Answers:

Intention

1 point

With every message the sender is taking _____ of the thoughts he is conveying.

- Emotions
- Leadership
- Emotional Leadership
- Leadership Emotionally

Yes, the answer is correct.

Score: 1

Feedback:

*Being aware of, understanding, and managing your **emotions** and of those around you should help you to navigate through an ever-changing world, and even to become a successful **leader** in it*

Accepted Answers:

Emotional Leadership

Check Answers and Submit

Your score is: 10/10

Unit 4 - Self Assessment Questions

Assignment not submitted

Instructions:

Self Assessment Questions for Practice (Non-Graded)

Number of Questions: 10

Attempts: Multiple

1 point

The areas that give rise to communication occasions are ?

- very abnormal in business
- very typical in business
- very exact in business
- very uncommon in business

Yes, the answer is correct.

Score: 1

Feedback:

In an organization, employees are expected to discuss pertaining to task assigned.

Accepted Answers:

very typical in business

1 point

The communication media may vary but the emphasis of communication and its objectives remain more or less

- In the logical area
- In the changing area
- In the polar area
- In the same area

Yes, the answer is correct.

Score: 1

Feedback:

We as a professional, experience that employees discuss work related topics

Accepted Answers:

In the same area

1 point

The role each of these areas, if one can appreciate one will be ready to take a total view of business communication of a

- Disorder nature
- Standardized nature
- stereotyped nature
- Homogenized nature

Yes, the answer is correct.

Score: 1

Feedback:

On the professional level, we communicate with stakeholders in a very standardized nature.

Accepted Answers:

Standardized nature

1 point

The one which can be classified by objectives within overall objectives of business have been used as a ?

- Possibility
- Fancy
- Criteria
- Foundation

Yes, the answer is correct.

Score: 1

Feedback:

Criteria is a standard by which something can be judged or decided.

Accepted Answers:

Criteria

1 point

The life of business depends upon

- Customers
- Employees
- Machineries
- Raw Materials

Yes, the answer is correct.

Score: 1

Feedback:

Without customers, no business exists.

Accepted Answers:

Customers

1 point

Large percent of business communication is done in typical areas of business.

- True
- False

Yes, the answer is correct.

Score: 1

Feedback:

Depending on type of business, communication areas are fixed.

Accepted Answers:

True

1 point

The life of business depends upon customers and most of the marketing activity is woven around the customer.

- True
- False

Yes, the answer is correct.

Score: 1

Feedback:

Without customers, no business exists.

Accepted Answers:

True

1 point

Competitive information of strategic nature do not support marketing oriented communication.

- True
- False

Yes, the answer is correct.

Score: 1

Feedback:

Whenever there is a competition among the industries, marketing oriented communication plays important role in winning the business / customers.

Accepted Answers:

False

1 point

In companies having a _____ base this is a class of stake holders who need meticulous communication.

- Business Partner
- Vendor
- Shareholder
- Customer

Yes, the answer is correct.

Score: 1

Feedback:

Shareholders must be updated every now & then. It is because of shareholders, who invest in the companies, companies can generate money.

Accepted Answers:

Shareholder

1 point

_____ knowledge becomes an important consideration in dealing with the Government.

- Commercial
- Technical
- Legal
- Judicial

Yes, the answer is correct.

Score: 1

Feedback:

Legal knowledge is a must while dealing with Government. As certain polices, rules and regulations might be understood in a very different manners.

Accepted Answers:

Legal

Check Answers and Submit

Your score is: 10/10

Unit 5 - Self Assessment Questions

Assignment not submitted

Instructions:

Self Assessment Questions for Practice (Non-Graded)

Number of Questions: 10

Attempts: Multiple

1 point

The media mix include

- Text, Words, Voice
- Words, Pictures, Voice
- Text, Pictures, Voice
- Text, Words, Pictures, Voice

Yes, the answer is correct.

Score: 1

Feedback:

A media mix is the combination of communication channels your business can use to meet its marketing objectives. Typically, these include newspapers, radio, television, billboards, websites, email, direct mail, the Internet and social media, such as Facebook or Twitter.

Accepted Answers:

Text, Words, Pictures, Voice

1 point

The effective communication is the one which makes people to act towards communication

- Objective
- Purpose
- Target
- Desire

Yes, the answer is correct.

Score: 1

Feedback:

Communication means to pass information from one place ,or person to other. The main objective of communication to let know others whats in our mind..... To communicate message clearly one needs to have good command over communication skill.

Accepted Answers:

Objective

1 point

What is the basic force behind communication?

- Customs
- Rules

- Etiquette
- Language

Yes, the answer is correct.

Score: 1

Feedback:

Language is a system of communication that relies on verbal or non-verbal codes to transfer information.

Accepted Answers:

Language

1 point

In which language communication becomes difficult?

- Foreign
- Mother Tongue
- Technical
- Commercial

Yes, the answer is correct.

Score: 1

Feedback:

Language is needed for any kind of communication, even people with speech impairments communicate with sign language and brail. Communication becomes difficult in situations where people don't understand each others' language. The inability to communicate using a language is known as language barrier to communication.

Accepted Answers:

Foreign

1 point

One to one voice communication is called as?

- Public Speaking
- Debate
- Conversation
- Arguments

Yes, the answer is correct.

Score: 1

Feedback:

Conversation is interactive communication between two or more people.

Accepted Answers:

Conversation

1 point

We know if we are not accepted as persons our communication will not impress them.

- True
- False

Yes, the answer is correct.
Score: 1

Feedback:

Respect. Communication is an extremely important aspect of our everyday lives that is so easy to overlook. Whether you are in conversation with coworkers, with friends and acquaintances, or with your family members, practicing strong and honest communication is a key player in fostering good relationships.

Accepted Answers:
True

1 point

In silent communication, we use pictures and voice.

- True
- False

Yes, the answer is correct.
Score: 1

Feedback:

Silence generally means absence of any kind of noise. But in communication it is seen as absence of speech. So, absence of speech doesn't mean that the person is not communicating with the other person

Accepted Answers:
False

1 point

Silent Form of communication is nothing but Sign Language

- True
- False

Yes, the answer is correct.
Score: 1

Feedback:

Abstinence from speech Often, in a silent monastic order, for instance, natural gestures such as passing food or pointing to some needed object have sufficed for effective communication, leaving little need for specially coded signs.

Accepted Answers:
True

1 point

When generally you communicate but all of a sudden remain silent, you communicate your _____ Without speaking about it.

- Approval

- Displeasure
- Offense
- Joy

Yes, the answer is correct.

Score: 1

Feedback:

When a person greets you with silence, it means that that person doesn't think you are worthy of a reply. It means that that person doesn't want to waste their breath on you. It means that they no longer wish to engage in any conversation with you. And with saying nothing, they are saying so much

Accepted Answers:

Displeasure

1 point

Silent man speaks a lot through his_____

- Appearance
- Absence
- Reality
- Entrance

Yes, the answer is correct.

Score: 1

Feedback:

Silence, an absence of action, thought or words, can show us a more complete and nuanced picture of someone's true self

Accepted Answers:

Appearance

Check Answers and Submit

Your score is: 10/10

Unit 6 - Self Assessment Questions

Assignment not submitted

Instructions:

Self Assessment Questions for Practice (Non-Graded)

Number of Questions: 10

Attempts: Multiple

1 point

Media planning's major steps include:

- Targeting

- Environmental scan
- Understanding the audience
- Determination of content and Control
- All of above

Yes, the answer is correct.

Score: 1

Feedback:

Media planning is the process of identifying and selecting **media** outlets – mainly newspapers, magazines, websites, TV and radio stations, and outdoor placement – in which to place paid advertisements.

Accepted Answers:

All of above

1 point

Communication has to be understood along with

- Commercial limitation of tools
- HR limitation of tools
- Management limitation of tools
- Technical limitation of tools

Yes, the answer is correct.

Score: 1

Feedback:

While designing a communication system , an engineer generally faces several limitations, such as: Noise limitation. Bandwidth limitation. equipment limitation.

Accepted Answers:

Technical limitation of tools

1 point

Which media is most used for voice communication?

- Pager
- Telex
- Fax
- Telephone

Yes, the answer is correct.

Score: 1

Feedback:

Telephone, telegraph, phototelegraph, and television signals are transmitted simultaneously over long distances over air, cable, and radio communications lines in which hundreds or thousands of independent

communications channels are formed by multiplexing communications lines. Form which only one is voice communication i.e. telephone

Accepted Answers:

Telephone

1 point

Telephone sysetm comprises of

- Exchange, instruments & telephone cables
- Exchange & telephone cables
- Instruments & telephone cables
- Exchange & instruments

Yes, the answer is correct.

Score: 1

Feedback:

Device that coverts sound and electrical waves into audible relays, and is used for communication. The telephone consists of two essential parts; a microphone and a speaker. This allows the user to speak into the device and also hear transmissions from the other user.

Accepted Answers:

Exchange, instruments & telephone cables

1 point

At user's end there is very

- Major Maintenance
- Useful Maintenance
- Negligible Maintenance
- Important Maintenance

Yes, the answer is correct.

Score: 1

Feedback:

Maintenance. communication behaviors were conceptually defined as those communi- cation tactics and strategies that subordinates enacted in order to keep. their work relationships with their superiors steady or intact.

Accepted Answers:

Negligible Maintenance

1 point

In every instance, bad or good, touch is designed to strengthen the message being sent.

- True
- False

Yes, the answer is correct.

Score: 1

Feedback:

Physical touch in a positive and personal light

Accepted Answers:

True

1 point

With telex we cannot transmit written words.

True

False

Yes, the answer is correct.

Score: 1

Feedback:

Telex is an international system used especially in the past for sending written messages. Messages are converted into signals which are transmitted, either by electricity or by radio signals, and then printed out by a machine in another place.

Accepted Answers:

False

1 point

Fax is transmitted as a picture.

True

False

Yes, the answer is correct.

Score: 1

Feedback:

Fax (short for facsimile), sometimes called telecopying or telefax (the latter short for telefacsimile), is the telephonic transmission of scanned printed material (both text and images), normally to a telephone number connected to a printer or other output device.

Accepted Answers:

True

1 point

_____ Is even today medium of communication in schools.

Dial Board

Black Board

Notice Board

White Board

Yes, the answer is correct.

Score: 1

Feedback:

Teaching and learning The modern version of the blackboard is either green or brown board. This was introduced in late 1960s. The whiteboards came into use during the late 1980s. Projected aids have been used since 1420.

Accepted Answers:

Black Board

1 point

Black board communication is aimed at_____

- Bigger number of people
- Mimi mum number of people
- Maximum number of people
- All the above

Yes, the answer is correct.

Score: 1

Feedback:

Blackboard provides communication and group tools such as discussion, group email, file exchange and chat sessions to encourage collaboration among students outside of class; this can also increase student preparation time. ... Blackboard enables you to contact your instructor and other students outside of class time.

Accepted Answers:

Bigger number of people

Check Answers and Submit

Your score is: 10/10

Unit 7 - Self Assessment Questions

Assignment not submitted

Instructions:

Self Assessment Questions for Practice (Non-Graded)

Number of Questions: 10

Attempts: Multiple

1 point

The choice of tools would make your communication?

- Successful
- Helpful
- Operational
- Effective

Yes, the answer is correct.

Score: 1

Feedback:

Effective communication is a process of exchanging ideas, thoughts, knowledge and information such that the purpose or intention is fulfilled in the best possible manner. In simple words, it is nothing but the presentation of views by the sender in a way best understood by the receiver

Accepted Answers:

Effective

1 point

Even if one is using mother tongue without a good?

- Vocabulary
- Words
- Grammar
- Techniques

Yes, the answer is correct.

Score: 1

Feedback:

Vocabulary.com helps you learn new words, play games that improve your vocabulary, and explore language.

Accepted Answers:

Vocabulary

1 point

What is associated with words?

- Sounds
- Symbols
- Pictures
- Objects

Yes, the answer is correct.

Score: 1

Feedback:

Objects are typically noun phrases (a noun or pronoun and any dependent words before or after it).

Accepted Answers:

Objects

1 point

Since both objects and sounds are made available to him, the child learns by?

- Direct Method
- Indirect Method
- Nonstop Method

Shortest Method

Yes, the answer is correct.

Score: 1

Feedback:

Direct communication involves saying what a person thinks and feels, and it is marked by active listening and effective feedback. It is clear, straightforward, and involves the two-way, free-flowing sharing of thoughts, feelings, and ideas.

Accepted Answers:

Direct Method

1 point

That is why many tribal dialects remain as

- Spoken language
- Written language
- Unwritten language
- Traditional language

Yes, the answer is correct.

Score: 1

Feedback:

An indigenous language or autochthonous language, is a language that is native to a region and spoken by indigenous people. This language is from a linguistically distinct community that originated in the area.

Accepted Answers:

Unwritten language

1 point

The child learns by direct method since both objects and sounds are made available to him.

- True
- False

Yes, the answer is correct.

Score: 1

Feedback:

Direct method in teaching a language is directly establishing an immediate and audio visual association between experience and expression, words and phrases, idioms and meanings, rules and performances through the teachers' body and mental skills, without any help of the learners' mother tongue

Accepted Answers:

True

1 point

English is least transaction language in the world.

- True

False

Yes, the answer is correct.

Score: 1

Accepted Answers:

False

1 point

What reading makes you is a thinking man.

True

False

Yes, the answer is correct.

Score: 1

Feedback:

Reading has also been linked to slowing mental decline by keeping important parts of the brain working, and improving overall mental flexibility, an important component to developing and retaining memory

Accepted Answers:

True

1 point

_____ points on a piece of paper is essential to increase listening skills.

Reading

Jotting

Recording

Listing

Yes, the answer is correct.

Score: 1

Feedback:

Jottings are brief, informal notes that you write down.

Accepted Answers:

Jotting

1 point

Habits of writing points even if you do not need them, is a good _____ for many reasons.

Habit

Fashion

Style

Pattern

Yes, the answer is correct.

Score: 1

Feedback:

A habit (or wont as a humorous and formal term) is a routine of behavior that is repeated regularly and tends to occur subconsciously.

Accepted Answers:

Habit

Check Answers and Submit

Your score is: 10/10

Unit 8 - Self Assessment Questions

Assignment not submitted

Instructions:

Self Assessment Questions for Practice (Non-Graded)

Number of Questions: 10

Attempts: Multiple

1 point

One of the most important areas in business communication is

- Downward communication
- Upward communication
- Individual Communication
- Group Communication

Yes, the answer is correct.

Score: 1

Feedback:

Group communication is a mode of communication in an organization, between employers and employees, and employees in teams/groups. Group communication can further be looked from an marketing perspective as communicating to a group of people or target customers in order to market a product.

Accepted Answers:

Group Communication

1 point

The top board of directors only function through

- Conferences
- Interviews
- Seminars
- Meetings

Yes, the answer is correct.

Score: 1

Feedback:

Once a business reaches a certain size, board meetings become important. They are usually held at definite intervals to consider policy issues, future business strategy and major problems. The purpose of board meetings is usually to make decisions, set policy, solve problems and to plan and evaluate

Accepted Answers:

Meetings

1 point

Any problem, any emergency is attended to by calling

- Conferences
- Interviews
- Seminars
- Meetings

Yes, the answer is correct.

Score: 1

Feedback:

A meeting is a gathering of two or more people that has been convened for the purpose of achieving a common goal through verbal interaction, such as sharing information or reaching agreement.

Accepted Answers:

Meetings

1 point

It does not mean because of meetings organization politics has

- Reduced
- Doubled
- Eliminated
- None of the above

Yes, the answer is correct.

Score: 1

Feedback:

Politics affected by the meeting of organization.

Accepted Answers:

Reduced

1 point

The successful meetings are

- Few
- Occasional
- Rare
- Scarce

Yes, the answer is correct.

Score: 1

Feedback:

successful meeting has characteristics that create the acronym POSTPEC, preparation, objective, structure, timed, participatory, effective chaired. It is: is well prepared. Participants should be informed well in advance of the objective, the agenda and date of the meeting.

Accepted Answers:

Rare

1 point

One of the problem in meeting is thought to be joint decision and individuals escape their responsibility.

True

False

Yes, the answer is correct.

Score: 1

Feedback:

A meeting is a coming together of (generally) three or more people to exchange information in a planned manner and discuss issues set out before them to arrive at decisions, solve problems, etc. ADVERTISEMENTS: A meeting can be formal or informal.

Accepted Answers:

True

1 point

The time available for discussions is not a great constraint.

True

False

Yes, the answer is correct.

Score: 1

Feedback:

Every discussions has its time constrainant

Accepted Answers:

False

1 point

Generally in a meeting the points which are raised later also need discussions.

True

False

Yes, the answer is correct.

Score: 1

Feedback:

Discussion is defined as talking or writing about something, especially in order to solve a problem or resolve a question. An example of a discussion is when two or more people disagree and decide to sit down and talk out their different opinions.

Accepted Answers:

True

1 point

They want the meeting to_____their view point or decision.

- Support
- Endorse
- Reject
- Approve

Yes, the answer is correct.

Score: 1

Feedback:

A point in space and time when the commander or staff anticipates making a key decision concerning a specific course of action. See also course of action; decision support template; target area of interest.

Accepted Answers:

Endorse

1 point

Instead of solving problem people are coming together to know what is_____

- Happening
- Gone wrong
- Going on
- Agenda

Yes, the answer is correct.

Score: 1

Feedback:

the process of finding solutions to difficult or complex issues.

Accepted Answers:

Happening

Check Answers and Submit

Your score is: 10/10

Unit 9 - Self Assessment Questions

Assignment not submitted

Instructions:

Self Assessment Questions for Practice (Non-Graded)

Number of Questions: 10

Attempts: Multiple

1 point

What is an erroneous impression that only the candidate has to talk and the other party is silent spectator?

- Group Discussion
- Public Speech
- Press Conference
- Interview

Yes, the answer is correct.

Score: 1

Feedback:

Thinking errors are faulty patterns of thinking that are self-defeating. They occur when the things you are thinking do not match up with reality. This is sometimes also referred to as cognitive distortions. Those who commit thinking errors often don't realise they are doing so

Accepted Answers:

Interview

1 point

For whom, it is the golden opportunity to inform about their objectives, philosophy?

- Employers
- Placement Agencies
- Candidates
- Office bearer

Yes, the answer is correct.

Score: 1

Feedback:

An employer is a person or institution that hires employees. Employers offer wages or a salary to the workers in exchange for the worker's work or labor. It is important that your business philosophy be genuine

Accepted Answers:

Employers

1 point

After all, candidates is a member of the?

- University
- College
- School

Society

Yes, the answer is correct.

Score: 1

Feedback:

Man is belongs to a society, and students are an important part of it. Students cannot live in complete isolation from the community-life. Even a school-going student is bound to have links with other people who together form a society. Students can play an important role in improving and strengthening the society.

Accepted Answers:

Society

1 point

How should be prepared during an interview?

- Interactive Communication
- One way Communication
- Silent Communication
- None of the above

Yes, the answer is correct.

Score: 1

Feedback:

Interactive interviewing is an interpretive practice for getting an in-depth and intimate understanding of people's experiences with emotionally charged and sensitive topics such as childbirth, illness, loss, and eating disorders.

Accepted Answers:

Interactive Communication

1 point

Which concept of interview is becoming popular?

- Referencing a candidate
- Video Conferencing Interview
- Walk-in Interview
- Telephonic Interview

Yes, the answer is correct.

Score: 1

Feedback:

Walk In is defined as a condition wherein a person (who may be a customer, a new employee, a prospective employee who has come for an interview etc) reaches the respective office or place without any prior appointment. ... Walk-in interviews give opportunities to a lot of people to apply and get interviewed.

Accepted Answers:

Walk-in Interview

1 point

During exit interview, build a goodwill bridge with the resigning employee.

- True
 False

Yes, the answer is correct.

Score: 1

Feedback:

In human resource terms, an exit interview is a survey that is conducted with an employee when he or she leaves the company. The information from each survey is used to provide feedback on why employees are leaving, what they liked about their employment and what areas of the company need improvement

Accepted Answers:

True

1 point

Do not issue employee certificate to candidates leaving an organization.

- True
 False

Yes, the answer is correct.

Score: 1

Feedback:

A relieving letter is an important document issued to an employer at the time of leaving an organization. ... It is an essential document that every other organization needs to see before the joining of the concerned person in the current organization.

Accepted Answers:

False

1 point

The informal process of finding an employment consists of number of ways.

- True
 False

Yes, the answer is correct.

Score: 1

Feedback:

Informal work refers to work in which an employer hires an employee without an established working agreement. With informal work, employees don't receive health benefits and are often hired temporarily. Their work hours are not guaranteed, which means that in one week they may work 30 hours, and the following week they may work only 10 hours. Informal workers are treated like contractors, and often bounce from one job to

another. In most instances, informal workers are paid in cash, but if they are paid by check, no taxes are deducted from their salary.

Accepted Answers:

True

1 point

Only prominent big industries participate in_____

- Internal Promotion
- Campus Interview
- Advertisement
- Referral Program

Yes, the answer is correct.

Score: 1

Feedback:

Because they require student in bulk quantity.Hence ,mostly MNC are prticipated in Campus Interviews.

Accepted Answers:

Campus Interview

1 point

Some people anticipating_____ apply to as many organizations as possible.

- Opportunity
- Chance
- Opening
- Employment

Yes, the answer is correct.

Score: 1

Feedback:

Opportunity is a business network driven by real-time interactions and opportunities around you.

Accepted Answers:

Opportunity

Check Answers and Submit

Your score is: 10/10

Unit 10 - Self Assessment Questions

Assignment not submitted

Instructions:

Self Assessment Questions for Practice (Non-Graded)

Number of Questions: 10

Attempts: Multiple

1 point

Events are anything that is arranged besides routine business activities and

- Management
- Governance
- Business Translocation
- Administration

Yes, the answer is correct.

Score: 1

Feedback:

Event management is the application of project management to the creation and development of large-scale events such as festivals, conferences, ceremonies, weddings, formal parties, concerts, or conventions. The events industry now includes events of all sizes from the Olympics down to business breakfast meetings.

Accepted Answers:

Administration

1 point

While planning Events following activities are involved

- Making List of invitee
- Organizing Snacks / Tea
- Time Management
- All of the above

Yes, the answer is correct.

Score: 1

Feedback:

An event planning checklist is a planner's best friend, an invaluable tool for successfully managing your events. Note: an event planning checklist is also known as a work back schedule or a critical path.

Accepted Answers:

All of the above

1 point

Objectives in planning Events include

- Strengthening Business Network

- Establishing goodwill within organization
- All the Above
- None the Above

Yes, the answer is correct.

Score: 1

Feedback:

Event Goals & Objectives. Think of your goals as your event's purpose. Your purpose is the big picture reason your event exists - where you want to be vs where you are now. Event goals are the reason your event exists - to inform, to include, to celebrate, to persuade, etc

Accepted Answers:

All the Above

1 point

Events are anything that is arranged besides routine business activities and

- Governance
- Management
- Business Translocation
- Administration

Yes, the answer is correct.

Score: 1

Feedback:

Event planning and event administration definition is about thousands of small processes running smoothly to enable the event to be efficient. To manage the key aspects of an event like registration, budgeting, and agenda planning, one should control the administrative processes.

Accepted Answers:

Administration

1 point

Events include

- Birth Day Party
- Wedding
- Foundation Day
- All the above

Yes, the answer is correct.

Score: 1

Feedback:

Events can be classified on the basis of their size, type and context. There are three main categories which events go under. These events are private, corporate and charity which are explained below.

Accepted Answers:

All the above

1 point

Thank at the end individually either by shaking hand or speaking a word of gratitude.

- True
 False

Yes, the answer is correct.

Score: 1

Feedback:

Thank everyone in the room Appreciate their presence and support in swift but sincere way. You can go like, "I appreciate all of you coming out, especially in this weather. I'm so grateful to have people in my life like you." You may also check out how to conclude a speech.

Accepted Answers:

True

1 point

One can assume 4 hours in advance of program day.

- True
 False

Yes, the answer is correct.

Score: 1

Feedback:

Before event you have check all the activities related data you have ,whatever material is needed .Before the event you make sure that everything is ready or not.

Accepted Answers:

False

1 point

One can also give for publishing short write up for Press release.

- True
 False

Yes, the answer is correct.

Score: 1

Feedback:

A press release is an official announcement (written or recorded) So that news outlets have sufficient material for publishing their own stories about. Just like writing the perfect blog post title, setting up your press release for understandable language, and keep your headline simple and short.

Accepted Answers:

True

1 point

One must treat them as _____ important persons and take their note as individuals in a meet.

- Technically
- Individually
- Commercially
- Financially

Yes, the answer is correct.

Score: 1

Feedback:

A Terms and Conditions acts as a legally binding contract between you and your users. This is the agreement that sets the rules and guidelines that users must agree to and follow in order to use and access your product.

Accepted Answers:

Commercially

1 point

By and large newspaper readers are more prone to hearing stories (in fact most of us) and therefore, one must buildaround an event.

- Idea
- Theme
- Plot
- Story

Yes, the answer is correct.

Score: 1

Feedback:

A story is a written or recorded (or, occasionally, live) article or interview that informs the public about current events, concerns, or ideas.

Accepted Answers:

Story

Check Answers and Submit

Your score is: 10/10

Unit 11 - Self Assessment Questions

Assignment not submitted

Instructions:

Self Assessment Questions for Practice (Non-Graded)

Number of Questions: 10

Attempts: Multiple

1 point

Processing Word can be done with the help of

- Type Writer
- Electronic Type Writer
- Word Processor
- All of the above

Yes, the answer is correct.

Score: 1

Feedback:

Word processing describes the process of creating or editing a document using a word processor, such as Microsoft Word, Google Docs, or OpenOffice Writer. ... Also, a person looking for a job could create a résumé using a word processor, then e-mail or print and mail it to job recruiters.

Accepted Answers:

All of the above

1 point

Important feature of the print media is

- Add Symbols, Pictures
- Delete Symbols, Pictures
- Add only Symbols
- Add only Pictures

Yes, the answer is correct.

Score: 1

Feedback:

Print media is one of the oldest and basic forms of communication. It includes newspapers, weeklies, magazines, monthlies, banners & graphics, posters and other forms of printed material. The contribution of print media in providing information and transfer of knowledge is remarkable.

Accepted Answers:

Add Symbols, Pictures

1 point

Word accompany

- Sign
- Trade Marks
- Symbols
- Sign, Trade Marks, Symbols

Yes, the answer is correct.

Score: 1

Feedback:

Accompany, attend, convoy, escort mean to go along with someone (or something). To accompany is to go along as an associate on equal terms: to accompany a friend on a shopping trip.

Accepted Answers:

Sign, Trade Marks, Symbols

1 point

Physical process of transmission of letter is

- Post
- Courier
- Being Interactive
- Post, Courier

Yes, the answer is correct.

Score: 1

Feedback:

physically transporting postcards, letters, and parcels.

Accepted Answers:

Post

1 point

Letter writing and its essentials includes

- Only Address
- Only Logo
- Address, Logo, Signature
- Only Signature

Yes, the answer is correct.

Score: 1

Feedback:

A letter consists of the following essential elements. In the heading, room is left for the reference number and the date of the issue of the letter which should be invariably quoted in the reply and in subsequent correspondence. The name of the place and the date are written on the left top of the letter.

Accepted Answers:

Address, Logo, Signature

1 point

Some house magazine accept contribution by its employees on different topics

- True
- False

Yes, the answer is correct.

Score: 1

Feedback:

House & Home is the proven regional shelter resource magazine that gets results. House & Home has become the medium that defines the region's home

Accepted Answers:

True

1 point

Reprints of speeches made by Chairman does not come under special purpose publication category.

True

False

Yes, the answer is correct.

Score: 1

Feedback:

Reprinting of speeches ,article ,news is done by the Chairman .

Accepted Answers:

True

1 point

The book form communication is a special form and requires professional skills of writing and editing.

True

False

Yes, the answer is correct.

Score: 1

Feedback:

Communication is key in a high-functioning environment.Writing is commonly used to share information through books, pamphlets, blogs,Emails and chats are a common form of written communication in the workplace.

Accepted Answers:

True

1 point

_____and ending with signature is required while writing letter.

Start

Thanks

Welcome

Designation

Yes, the answer is correct.

Score: 1

Feedback:

Sincerely, Regards, Yours truly, and Yours sincerely - These are the simplest and most useful letter closings to use in a formal business setting.

Accepted Answers:

Thanks

1 point

While writing letter _____ need not being with blank space.

- Paragraph
- Subject
- Reference
- Date

Yes, the answer is correct.

Score: 1

Feedback:

The body of your cover letter should include an explanation of why you're interested in and qualified for the job for which you're applying. These persuasive paragraphs are intended to convince the reader that you're the perfect person for the position.

Accepted Answers:

Paragraph

Check Answers and Submit

Your score is: 10/10

Unit 12 - Self Assessment Questions

Assignment not submitted

Instructions:

Self Assessment Questions for Practice (Non-Graded)

Number of Questions: 10

Attempts: Multiple

1 point

The words when we convey in voice form they acquire a dimension which we may describe as

- Beat
- Rhythm
- Force
- Tone

Yes, the answer is correct.

Score: 1

Feedback:

Tone of voice is how the character of your business comes through in your words, both written and spoken. It's not about what you say, but rather the way you say it, and the impression it makes on everyone in your audience who reads or hears you

Accepted Answers:

Tone

1 point

The tone adds to the emotional expression of

- Chat
- Argument
- Discussion
- Words

Yes, the answer is correct.

Score: 1

Feedback:

Emotional means having to do with emotion, the feelings a person has that he usually shows by the expression on his face or the way his body behaves. Some examples of emotion include cheerfulness, boredom and fear. Tone means the emotional state of a person which expressed by words.

Accepted Answers:

Words

1 point

We can also add to the tone by forming sentence and giving a particular assistance. Name that particular assistance.

- Extra
- Support
- Necessary
- Auxiliary

Yes, the answer is correct.

Score: 1

Feedback:

Auxiliary, in grammar, a helping element, typically a verb, that adds meaning to the basic meaning of the main verb in a clause. Auxiliaries can convey information about tense, mood, person, and number. An auxiliary verb occurs with a main verb that is in the form of an infinitive or a participle.

Accepted Answers:

Auxiliary

1 point

Thus voice communication can be

- Tempered by tone

- Weaken by tone
- Soften by tone
- Fine tune by tone

Yes, the answer is correct.

Score: 1

Feedback:

Tone of voice, inflection, volume, and pace of speech are that much more important when you're speaking to someone over the phone. Because they cannot see you, customers will make judgments about your attitude, your willingness to help, and even your personality based on the way in which you speak

Accepted Answers:

Tempered by tone

1 point

When conversation generally takes place?

- In an unplanned meet
- In a Casual meet
- In a Chance meet
- In a lucky meet

Yes, the answer is correct.

Score: 1

Feedback:

the absence of any cause of events that can be predicted, understood, or controlled: often personified or treated as a positive agency: Chance governs all.

Accepted Answers:

In a Chance meet

1 point

Telephonic talk now become widely used distance media communication.

- True
- False

Yes, the answer is correct.

Score: 1

Feedback:

Telephone Communication. the transmission of speech over a distance either by electric signals propagated along conductors or by radio signals; a type of telecommunication.

Accepted Answers:

True

1 point

The advance of mobile did not removed the fixed line telephones.

- True
 False

Yes, the answer is correct.

Score: 1

Feedback:

Telephone communication permits conversations to be carried on between people (subscribers) separated by almost any distance.

Accepted Answers:

False

1 point

The telephonic discussion is based on trust since there are no written documents supporting this discussion.

- True
 False

Yes, the answer is correct.

Score: 1

Feedback:

Telephone conversations are not described as 'telephonic'. You could use either, as indicated in the other sentences. My preference as a native English speaker would be 'in' each time. is completely incorrect and you should not use it at all

Accepted Answers:

True

1 point

In lectures / speeches, confirm your _____ in the total event.

- Role
 Payment
 Food habits
 Colleagues

Yes, the answer is correct.

Score: 1

Feedback:

Speeches Persuade; Lectures Inform Speeches rely on persuasive techniques that may include not only information, but emotional pleas and earnestness for their impact. A lecturer doesn't try to persuade the audience; rather, a lecturer only wishes to inform them.

Accepted Answers:

Role

1 point

For lectures / speeches, confirm time for _____and preceding and succeeding procedure.

- Monologue
- Talk
- Homily
- Recitation

Yes, the answer is correct.

Score: 1

Feedback:

Either way, if it is time to rethink the lecture - and maybe it is - it is not visits to a speech therapist, and my early years lecturing were terrifying.

Accepted Answers:

Talk

Check Answers and Submit

Your score is: 10/10

Unit 13 - Self Assessment Questions

Assignment not submitted

Instructions:

Self Assessment Questions for Practice (Non-Graded)

Number of Questions: 10

Attempts: Multiple

1 point

With Multimedia what can be combined ?

- Text
- Voice
- Pictures
- All the above

Yes, the answer is correct.

Score: 1

Feedback:

Multimedia is content that uses a combination of different content forms such as text, audio, images, animations, video and interactive content

Accepted Answers:

All the above

1 point

List examples of picture communication.

- Sign boards
- Posters
- Wall Painting
- All the above

Yes, the answer is correct.

Score: 1

Feedback:

allows people with little or no communication abilities to communicate using pictures.

Accepted Answers:

All the above

1 point

Do picture communicate?

- Yes. Sometimes
- Never
- Yes. Rarely
- Yes. Always

Yes, the answer is correct.

Score: 1

Feedback:

approach another person and give them a picture of a desired item in exchange for that item. By doing so, the person is able to initiate communication.

Accepted Answers:

Yes. Always

1 point

Animation is

- Still picture
- Sound & picture
- Moving picture
- Moving sound

Yes, the answer is correct.

Score: 1

Feedback:

Animation is a method in which pictures are manipulated to appear as moving images. In traditional animation, images are drawn or painted by hand on transparent celluloid sheets to be photographed and exhibited on film. Today, most animations are made with computer-generated imagery (CGI).

Accepted Answers:

Moving picture

1 point

The words themselves use calligraphy----- a picture using?

- Styles and colors
- Colors only
- Styles only
- Neither styles nor colors

Yes, the answer is correct.

Score: 1

Feedback:

a visual art related to writing. It is the design and execution of lettering with a broad-tipped instrument, brush, or other writing instrument.

Accepted Answers:

Styles and colors

1 point

We can make albums of photograph and show it with ease like a slide projector.

- True
- False

Yes, the answer is correct.

Score: 1

Feedback:

A slide projector is a device that is used to view photographic slides by using optical and mechanical methods. It contains an electric light bulb. focusing lenses.

Accepted Answers:

True

1 point

The whole process has become so seamless that from taking photograph to its reproduction has very difficult and technical process.

- True
- False

Yes, the answer is correct.

Score: 1

Feedback:

Reproduction is very easy today for any type of editing by using computerised advanced tools.

Accepted Answers:

False

1 point

Microsoft office has introduced software for presentation in the name of Power Point.

- True
- False

Yes, the answer is correct.

Score: 1

Accepted Answers:

True

1 point

Video compact disk has made it possible to_____ audio video shows or movies

- Read
- Record
- Write
- Display

Yes, the answer is correct.

Score: 1

Feedback:

A video compact disc (VCD) is a digital video format used for storing video on standard compact discs.

Accepted Answers:

Record

1 point

Many book publishers are giving compact_____as supporting material for books

- Video Disk
- Audio Disk
- Pen Drive
- Notes

Yes, the answer is correct.

Score: 1

Feedback:

'Video Compact Disc' and basically it is a CD that contains moving pictures and sound.

Accepted Answers:

Video Disk

Check Answers and Submit

Your score is: 10/10

Unit 14 - Self Assessment Questions

Assignment not submitted

Instructions:

Self Assessment Questions for Practice (Non-Graded)

Number of Questions: 10

Attempts: Multiple

1 point

A business consists of transactions and more important is transactions than the ----- used for transacting.

- Language
- Grammar
- Pronunciation
- Interaction

Yes, the answer is correct.

Score: 1

Feedback:

the method of human communication, either spoken or written, consisting of the use of words in a structured and conventional way.

Accepted Answers:

Language

1 point

If communication acts as a gateway to results then only it is -----.

- Valued
- Appreciated
- Respected
- Cherished

Yes, the answer is correct.

Score: 1

Feedback:

It is a continuous process of listening, speaking and understanding which helps people understanding each other and maintaining a healthy and co-operative business relationship. Hence, communication acts as a bridge of understanding among people

Accepted Answers:

Appreciated

1 point

Many of your social acquaintances may not be using ----- as a medium and as such you will always display a nervous temperament while using a language foreign to you.

- Hindi
- Sanskrit
- Urdu
- English

Yes, the answer is correct.

Score: 1

Feedback:

It is spoken in many countries around the world.

Accepted Answers:

English

1 point

The ----- letters are generally supported by literature depicting organization, products etc.

- Personal
- Complaint
- Sales
- Appreciation

Yes, the answer is correct.

Score: 1

Feedback:

Sales are activities related to selling or the number of goods or services sold in a given targeted time period.

Accepted Answers:

Sales

1 point

Most of the process from purchase order to payment is ----- and can be formalized.

- Routine
- Repetitive
- Tedious
- Uninteresting

Yes, the answer is correct.

Score: 1

Feedback:

Purchase order to the payment of the goods & services are formalised routinely so as to track the records.

Accepted Answers:

Routine

1 point

The words does not any carry weight if it speaks of decision and actions.

- True
 False

Yes, the answer is correct.
Score: 1

Feedback:
Words itself carry decisions and action.

Accepted Answers:
False

1 point

Thousands of youngsters and old alike gather at greeting cards shop and are busy in finding out a card suitable for the occasion and their mood.

- True
 False

Yes, the answer is correct.
Score: 1

Feedback:
Greeting card is the medium of communication.

Accepted Answers:
True

1 point

Business communication is more emotional and behavioral.

- True
 False

Yes, the answer is correct.
Score: 1

Feedback:
sharing information between people within and outside a company.

Accepted Answers:
False

1 point

Understanding of a language is a ----- priority.

- First
 Second
 Either First or Second
 Neither First nor Second

Yes, the answer is correct.
Score: 1

Feedback:

Understanding is very important .After understanding then only we give feedback.

Accepted Answers:

First

1 point

It is only through reading you can develop capability of -----.

- Reading
- Writing
- Speaking
- Understanding

Yes, the answer is correct.

Score: 1

Feedback:

Reading ,writing and speacking are interrelated components.

Accepted Answers:

Writing

Check Answers and Submit

Your score is: 10/10

Unit 15 - Self Assessment Questions

Assignment not submitted

Instructions:

Self Assessment Questions for Practice (Non-Graded)

Number of Questions: 10

Attempts: Multiple

1 point

We spend, as employee, more time in communicating with

- Suppliers
- Customers
- Outsiders
- Insiders

Yes, the answer is correct.

Score: 1

Feedback:

If you communicate strategically and with purpose, you're more likely to see all your employees working t a common purpose, toward shared organizational goals. Effective employee communication allows everyone to stay informed and work toward shared organizational goals

Accepted Answers:

Insiders

1 point

List the insiders.

- Number of Departments
- Sections
- Number of Employees
- All the above

Yes, the answer is correct.

Score: 1

Feedback:

An insider threat is a malicious threat to an organization that comes from people within the organization, such as employees, former employees, contractors or business associates, who have inside information concerning the organization's security practices, data and computer systems.

Accepted Answers:

All the above

1 point

Besides we talk to various geographical units of the organization spread

- All over the Colony
- All over the City
- All over the State
- All over the Country

Yes, the answer is correct.

Score: 1

Feedback:

Geographic organisation is an organisation structure where company hierarchy is divided on the basis of geographic location in which company operates which is headed by a centralised head office. This kind of organisational structure serves distinct needs of various different groups within and outside the country.

Accepted Answers:

All over the Country

1 point

For internal contact purpose, we may use

- Internal phone system
- Internal Fax system
- Internal Telex system
- Internal Pager system

Yes, the answer is correct.

Score: 1

Feedback:

Internal communications is a way to communicate the unique story of an organization while representing every individual within the company. This includes culture, identity, and perception. So it makes sense to align transparent communication around employee engagement.

Accepted Answers:

Internal phone system

1 point

The computer information can be

- Overlooked
- Discussed
- Seen
- Stolen

Yes, the answer is correct.

Score: 1

Feedback:

study of processes that interact with data and that can be represented as data in the form of programs.

Accepted Answers:

Seen

1 point

One should not show that one favors a particular individual

- True
- False

Yes, the answer is correct.

Score: 1

Feedback:

Appreciation done on the basis of their performance.

Accepted Answers:

True

1 point

One should not be careful in giving out information.

- True
- False

Yes, the answer is correct.

Score: 1

Feedback:

Be careful while sharing any information. We don't know how it affects the organisation.

Accepted Answers:

False

1 point

Give subordinates opportunity to think, seek your guidance and if possible mentor his way to career.

- True
- False

Yes, the answer is correct.

Score: 1

Feedback:

Giving everybody fair chance to express themselves then only organisation will be successful.

Accepted Answers:

True

1 point

The organisation _____ should be such that it contributes to team spirit

- Ethics
- Communication
- Business
- Transaction

Yes, the answer is correct.

Score: 1

Feedback:

Team members must communicate with one another in ways that promote bonding and their ability to understand one another. Effective communication builds trust, message clarity and loyalty. Ambiguous, poorly structured communication erodes trust and motivation.

Accepted Answers:

Communication

1 point

The organization must be on _____ terms.

- Talking
- Underestimating
- Exaggerating
- Keeping mum

Yes, the answer is correct.

Score: 1

Feedback:

An organization is a group of people who work together, like a neighborhood association, a charity, a union, or a corporation. Organization is also the act of forming or establishing something (like an organization). It can also refer to a system of arrangement or order, or a structure for classifying things.

Accepted Answers:

Talking

Check Answers and Submit

Your score is: 10/10