

BUS207 NOUN EXAM

Which of these statements does not hold true?

Communication Studies incorporates, supersedes and overlaps with the works of other disciplines including Engineering, Architecture, Mathematics, and Biochemistry.

_____ learn to identify facial expressions, body movements, and body positioning as corresponding with specific feelings and intentions.
people

Which of the following is not a type of noun?

Descriptive Noun

Electronic mail, often abbreviated as email or e-mail, is a method of exchanging digital messages, designed primarily for _____ use.
human

The basis of _____ is the interaction between people.
communication

Characterisers are emotions expressed while speaking, such as laughing, crying, and _____.
yawning

Repeating consists of using _____ to strengthen a verbal message, such as pointing to the object of discussion.
gestures

Argyle (1988) concluded there are five primary functions of non-verbal bodily behavior in _____ communication.
human

In the PQRSST study method, what does the „¢ stand for?

Summary

Training which focuses on how to conduct meetings by helping to develop facilitation skills and through coaching is called
Executive Communication Training

_____ is commonly defined as the imparting or interchange of thoughts, opinions, or information by speech, writing, or signs.
Communication

Which of these does not belong to External Corporate Communication?

Staff events

Many problems can arise in _____ and the only way to solve these problems is through experience.
speaking

What is a sentence structure which contains one independent clause and at least one dependent clause, and contains clauses which are not equal called?

Complex Sentence

Which of the following is not an organisational structure in Presentation Organisation?

Transitional

Etiquette also plays an important role in an area that has developed in most if not all business _____.
settings

As meaning is assigned to words, language develops, which leads to the _____ of speaking.
development

Digital fax machines first became popular in _____, where they had a clear advantage over competing technologies like the teleprinter, etc.
japan

In Punctuation, which is a misuse of a comma(,)?
Use a comma to separate subject from its predicate

At birth, most people have vocal cords, which produce _____.
sounds

Learning how to _____ well on the telephone is one of the top priorities for many businesses who need to use English at work.
communicate

One of these disciplines deals with how audiences interpret information and the political, cultural, economic, and social dimensions of speech and language in context.
Mass Communication

The linguist George L. Trager developed a classification system which consists of the voice set, __, qualities, and vocalisation.
voice

The _____ system may support the teleconference by providing one or more of the following audio, video, and/or data services by one or more means, etc.
telecommunications

What are words that are the same pronunciation, but different spellings called?
Homophones

The boundary between _____ and gesture, or verbal and non-verbal communication, can be hard to identify.
language

_____ of signals, such as voice sounds, intonations or pitch, gestures or written symbols which communicate thoughts or feelings.
system

Learning the common phrases that are used on the _____ helps the user to know what to expect.
telephone

The word _____, short for telefacsimile, for \
telefax

Telephoning requires special skills as there are number of difficulties that arise when telephoning that are specific to _____.
telephoning

Communication _____ also help in training the workers, It also promotes better understanding and coordination.
technologies

Preparation for the interview also includes getting the _____ right.
environment

Always evaluate your _____ after an interview.
performance

Criteria adopted for assessment of candidates should not discriminate indirectly against _____.
women

The purpose of interview is to find out whether the candidate really can do the job they claim that they can on their _____ form or CV, etc.
application

Behavioural or competence based interviewing is perhaps the most commonly used interview _____.
method

As an interviewer your task is to asses solely on the basis of a person's _____ and suitability for the job.
qualifications

The best questions to ask during interviews are open question rather than closed or leading _____.
questions

One costly mistake that has occurred during interviews is when the wrong questions have been asked and have led feeling of _____.
discrimination

If an interview works well, the candidate should be doing about _____ percent of the talking and you should be spending most of your time listening.

70

_____ related gestures are intended to provide supplemental information to a verbal message such as pointing to an object of discussion to a verbal message such as pointing to an object of discussion
Speech

Verbal communication is one way for people to communicate _____.
face-to-face

_____ is a process of transferring information from one entity to another.
Communication

Communication can be perceived as a two-way process in which there is an exchange and progression of thoughts, feelings or ideas towards a mutually accepted _____
Goal or direction

_____ involves the use of both speech and writing to transmit a message
Effective verbal communication

Verbal communication cannot be effective unless the audience is good at _____ and most of its content is forgotten after a presentation
listening

In interpersonal speaking, _____ is very important
etiquette

_____ is commonly defined as
Communication

Speaking can be looked at in two major areas: inter-personal and
public speaking

Communication processes are sign-mediated interactions between at least _____ agents which share a repertoire of signs and semiotic rules.
Two

Word processor _____ help students in organising letters.
programs

Teachers may re-evaluate their teaching _____ with the help of computers.
methods

Computer _____ promotes independence and self-assessment.
technology

Management _____ protects the sensitive corporate information.
Management technologies offer solutions to many IT problems.
technology

The origins of the Internet reach back to the 1960s when the United States funded research projects of its _____ agencies to build robust, fault-tolerant and distributed computer networks.
military

Over time, faxing gradually became affordable, and by the mid-1980s, fax _____ were very popular around the world.
machines

The Internet is a global system of interconnected computer _____ that use the standardised Internet Protocol Suite (TCP/IP).
networks

Every business organisation needs to be sure adequate use of the rich _____ found on the Internet for business communication.
resources

Although many businesses still maintain some kind of fax _____, the technology has faced increasing competition from Internet-based systems.

capability

The Internet already has become a pervasive _____ in our society, and projections are that it will continue to become even more so in the future.
force

What is the Principle of Interpersonal Communication which states that You can't really take back a word once it has been said?
Interpersonal Communication is irreversible

The study of the role of _____ in non-verbal communication is sometimes referred to as oculosics.
eyes

What is the final step in the writing process?
Submittal

Between parties, communication includes acts that confer knowledge and experiences, give advice and _____ and ask questions.
commands

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resources

In interpersonal speaking, _____ is very important
etiquette

Which of these is not among the recommended 4Ps methods for succeeding in an interview?
Publicity

to:: _____ related gestures are intended to provide supplemental information
Speech

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Speech

What is the final step in the writing process
Submittal.

An academic field that deals with the processes of communication, commonly defined as the sharing of symbols over distances in space and time is known as
communication studies.

How many phonetic sounds are in the English Language
52

One of these is most essential to balance both theoretical and practical skills required for good communication:
communication training.

What is the Principle of Interpersonal Communication which states that You can't really take back a word once it has been said
Interpersonal communication is irreversible

In Communication Processes, which of the following is not a type of non-verbal communication
singing

What sentence encapsulates or organises an entire paragraph
focus sentence

Which of these is not among the recommended 4Ps methods for succeeding in an interview
Publicity.

In Parts of Speech, Coordinating, Subordinating and Correlative are types of
conjunction.

What is the form of Non-listening where the listener screens out parts that do not interest them called
Selective listening.

1. A gesture is a non-vocal bodily ____ intended to express meaning.
movement

2. The Internet is a global system of interconnected computer ____ that use the standardised Internet Protocol Suite (TCP/IP).
networks

3. Management ____ protects the sensitive corporate information.
Management technologies offer solutions to many IT problems.
technology

4. Although many businesses still maintain some kind of fax ____, the technology has faced increasing competition from Internet-based systems.
capability

5. ____ involves the use of both speech and writing to transmit a message
Effective verbal communication

6. Computer ____ promotes independence and self-assessment.
technology

7. Kinesic behaviors include mutual gaze, smiling, facial warmth or pleasantness, childlike ____ direct body orientation, and the like.
behaviours

8. One of these is most essential to balance both theoretical and practical skills required for good communication:
Communications Training

9. Communication processes are sign-mediated interactions between at least ____ agents which share a repertoire of signs and semiotic rules.
Two

10. Word processor _____ help students in organising letters.
programs

1) Communication processes are sign-mediated interactions between at least _____ agents which share a repertoire of signs and semiotic rules.
Two

3) _____ is commonly defined as "the imparting or interchange of thoughts, opinions, or information by speech, writing, or signs".
Communication

6) In Communication Processes, which of the following is not a type of non-verbal communication?
Singing

8) Problems with communication can ____ at every stage of the communication process.
pop-up

9) An academic field that deals with the processes of communication, commonly defined as the sharing of symbols over distances in space and time is known as?
Communication Studies

10) The Internet already has become a pervasive ____ in our society, and projections are that it will continue to become even more so in the future.
force

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Goal or direction

_____ involves the use of both speech and writing to transmit a message
Effective verbal communication

Verbal communication cannot be effective unless the audience is good at _____ and most of its content is forgotten after a presentation
listening

5. In Parts of Speech, Coordinating, Subordinating and Correlative are types of 'conjunctions'.

Preposition

--->> Â Conjunction

Adverb

Interjection

6. One of these is most essential to balance both theoretical and practical skills required for good communication:

--->> Â Communications Training

Effective Communication

Organisational Communication

Communication Studies

7. An academic field that deals with the processes of communication, commonly defined as the sharing of symbols over distances in space and time is known as?

Business Studies

Relational Studies

--->> Communication Studies

Lingual Studies

8. In Communication Processes, which of the following is not a type of non-verbal communication?

Sign Language

--->> Singing

Eye Contact

Physical Touch

9. How many phonetic sounds are in the English Language?

Â Â 51

--->> Â Â 52

53

54

10. Which of these is not among the recommended 4Ps methods for succeeding in an interview?

--->> Â Publicity

Personality

Presentation

Â Preparation

1. _____ is a process whereby information is enclosed in a package and is discrete and imparted by sender to a receiver via a channel/medium

Intellectual

--->> Communication

Cotribution

Constitution

2. _____ comprises the actions of looking while talking, looking while listening, amount of gaze, and frequency of glances, patterns of fixation, pupil dilation, and blink rate

vocalics

Looks

--->> Gaze

views

3. Paralanguage (sometimes called vocalics) is the study of _____ of the voice.

Non-verbal communication

Verbal

--->> non-verbal cues

intonation

4. _____ behavior is sometimes used as the sole channel for communication of a message

Verbal and non-verbal

Verbal

method

--->> Non-verbal

5. A _____ is a non-vocal bodily movement intended to express meaning

school

hospital

--->> gesture

book

6. _____ is the study of touching as non-verbal communication

Optics

scanning

printing

--->> Haptics

7. _____ is the study of the use of time in non-verbal communication.

Chronicals

--->> Chronemics

Gimmicks

Inksnation

8. The study of the role of eyes in non-verbal communication is sometimes referred to as _____

package

--->> oculusics.

polymetrics

values

9. _____ is the process of communicating through sending and receiving wordless messages.

--->> Non-verbal communication

Non-communal

non-verbal cues

verbal communication

10. _____ and _____ messages within the same interaction can sometimes send opposing or conflicting messages

--->> Verbal and non-verbal

Method and Non Method

Book and Pen

Paper and Ink

1. In business today, _____ is of utmost importance to all members involved

--->> hierarchical communication

Organisational Communication

Organisational Behaviour

Organisational Commitment

2. A wave hello or a peace sign are examples of _____

--->> speech independent gestures

Strategy

Pattern

Skill

3. _____ is a process whereby information is enclosed in a package and is discrete and imparted by sender to a receiver via a channel/medium

Intellectual

--->> Communication

Contribution

Constitution

4. _____ are conveyed through channels, with verbal channels including face-to-face meetings, telephone and videoconferencing; and written channels including letters, emails, memos and reports

Location

Strategy

--->> Messages

Communication

5. A _____ is a reciprocal conversation between two or more entities.

preposition

--->> dialogue

country

noun

6. _____ is more effective in reaching a focused target audience, as it involves interaction and additional non-verbal cues to augment the speech, written communication is necessary for reaching a large number of scattered recipients.

Constitutional communication

--->> dialogue

oral communication

Condition

7. Effective _____ communication is crucial for the success of individuals as well as organisations.

network

--->> business

communication

Organisational Commitment

8. Developing good _____ is essential in verbal communication.

--->> listening skills

dancing skills

cooking skills

chatting

9. Some of the key components of verbal communication are sound, writing, speaking, and _____

--->> language

Typing

proofreading

chatting

10. _____ also plays an important role in an area that has developed in most if not all business settings: hierarchical communication.

Hierarchy

Critique

--->> Etiquette

Communication