

Questions	Option1	Option2	Option3	Option4
_____ meetings do not follow strict rules of procedure.	grapevine,	system,	informal,	formal
_____ takes place when an employee is leaving the organisation.	Exit interview,	Grievance interview,	Appraisal interview,	Job interview
_____ analysis enables self assessment.	SWOT,	SWEET,	SOT,	DOT
_____ keeps record of the deliberations in a meeting.	Secretary,	Member,	Peon,	Clerk
_____ are periodic publications of an organisation which help to inform and educate the employees on various aspects of the organisations.	House Organs,	News paper,	Note book,	None of these
_____ interview allows employers to know the problems faced by employees.	Grievance,	Selection,	Job,	Employment
_____ of the conference gives the welcome speech.	Convener,	Member,	Participant,	None of these
_____ sets the tone for entire conference.	Welcome speech,	Keynote speech,	Valedictory speech,	Report
_____ is a web-based seminar.	Webinar,	Seminar,	Webcar,	Semicar
_____ report follows a prescribed format.	informal,	formal,	personal,	both
_____ require only yes/no answers.	Close questions,	Open questions,	Long questions,	Essay type questions
_____ are an attempt to provide information in a concise form for the benefit of the staff.	Handbooks or manuals,	Newspaper,	Note book,	None of these

Questions	Option1	Option2	Option3	Option4
_____ requires the use of web-cams.	Audio-conference,	Video-conference,	Off-line conference,	None of these
_____ is the vehicle through which an organisation attempts to maintain communication with its public.	Public Relations Department,	Sports Relations Department,	Electrical Department,	None of these
_____ management is handled by Public Relations Department	Event	Crisis	Sports	Time
_____ is one of the important features of Group Discussion.	Noise,	Digression,	Silence,	Coordination
_____ is the last session in conference schedule.	Plannery session,	Inaugural session,	Keynote session,	Valedictory session
_____ may be defined as taking decisions or finding solutions for crisis situations.	Crisis Management,	Crisis Maker,	Crisis Breaker,	None of these
‘_____’ means a meeting for the exchange of views and opinions.	Conference,	Meeting,	Agenda,	Minutes
‘_____’ may be defined as a meeting of people to solve particular problems, take specific decision or discuss specific matters.	Conference,	Meeting,	Agenda,	Minutes
‘Any other matter with the permission of the Chair’ is usually the ___ item on the agenda.	first,	third,	second,	last
‘Confer’ is a word taken from _____ ‘confero’.	Latin,	Marathi,	Hindi,	Urdu
‘Confer’ is a word taken from Latin _____.	‘confero’,	‘conference’,	‘seminar’,	‘communication’
‘Reading and approving the minutes of the previous meeting’ is usually the ___ item on the agenda.	first,	third,	second,	last

Questions	Option1	Option2	Option3	Option4
A _____ is a written intimation of the date, time, place and business to be transacted at the meeting.	notice,	newspaper,	book,	textbook
A _____ is a formal expression of opinion by a group at a meeting.	resolution,	notice,	agenda,	company
A _____ is a live meeting that takes place over the web.	Webinar,	Seminar,	Webcar,	Semicar
A _____ is a document in which a given problem is examined for the purpose of conveying information, reporting findings, putting forward ideas, and sometimes making recommendations.	Seminar,	Conference,	Webinar,	Report.
A _____ is analysed in a conference.	research paper,	newspaper,	answer paper,	none of these
A decision supported by majority members of a group is known as decision by _____.	consensus,	notice,	agenda,	meeting
AGM means _____.	Annual General Meeting,	Annual Geography Meeting,	Annual General Machine,	Additional Grammar Mantra
An interview is a _____ communication.	face-to-face,	written,	grapevine,	cluster
Analysis of feedbacks is done in _____.	Pre-Conference Activities,	Conference Activities,	Post-Conference Activities,	None of these
Analysis of feedbacks is done in _____.	Pre-Conference Activities,	Conference Activities,	Post-Conference Activities,	None of these
Annual General Meeting is conducted _____ a year.	once,	twice,	everyday,	never
Assessment Interview is also known as _____.	exit interview,	grievance interview,	appraisal interview,	job interview

Questions	Option1	Option2	Option3	Option4
Conference provides a joint platform for the_____	researchers,	animals,	seminars,	discussion
Crisis management is the work of _____ department.	Public Relations,	IT,	RP,	ST
During the_____, speakers, experts, authorities share their views.	Plannery session,	Inaugural session,	Keynote session,	None of these
Employees speak frankly and fearlessly in an _____ interview.	exit interview,	grievance interview,	appraisal interview,	job interview
Evaluation is a _____ process during an interview.	continuous,	stopped,	discontinuous,	ended
Exhibitions and Trade Fairs are the _____ measures of Public Relations.	external,	internal,	interior,	none of these
GD stands for_____.	Good Day,	Good Done,	Group Discussion,	Group Day
Group Discussion is taken for the _____of the candidate.	selection,	grievance,	exit,	resignation
Handbooks and Employee Manuals are the _____ measures of Public Relations.	internal,	external,	exterior,	none of these
House Organs and Bulletins are the _____ measures of Public Relations.	internal,	external,	exterior,	none of these
In _____ participants give presentation.	Technical session,	Inaugural session,	Keynote session,	None of these
In SWOT 'O' stands for ____.	Opportunity,	Open,	Option,	Opium

Questions	Option1	Option2	Option3	Option4
In SWOT 'S' stands for ____.	Strength,	Sweet,	System,	Same
In SWOT 'T' stands for ____.	Time,	Threat,	Tension,	Type
In SWOT 'W' stands for ____.	Weekness,	Weakness,	Whiteness,	Wiseness
In WASP technique of conducting the interview, 'A' means ____.	Acquiring information,	Acting information,	Absent information,	Abstract information
In WASP technique of conducting the interview, 'P' means ____.	Parting,	Private,	Pessimist,	Pure
In WASP technique of conducting the interview, 'S' means ____.	Supplying information,	System information,	Same information,	Safe information
In WASP technique of conducting the interview, 'W' means ____.	Welcoming the candidate,	Watching the candidate,	Warning the candidate,	Washing the candidate
Inaugural session is the ____ part of the conference.	first,	second,	third,	fourth
Interview is a _____ communication.	informal,	formal,	casual,	grapevine
Meetings have a _____ agenda.	fixed,	indefinite,	not fixed,	disturbed
Microsoft bought Skype and established its headquarter in _____.	Luxembourg,	Mumbai,	Delhi,	Dhaka
Microsoft bought Skype and established its headquarter in _____.	Luxembourg,	Mumbai,	Delhi,	Dhaka

Questions	Option1	Option2	Option3	Option4
Microsoft bought Skype in May_____.	2011,	2018,	2019,	2020
Notice of the meeting is signed by _____.	secretary,	member,	peon,	clerk
Notice-boards are the _____ measure of Public Relations.	internal,	external,	exterior,	none of these
Open House is the _____ measure of Public Relations.	external,	internal,	interior,	none of these
Organising a conference falls under _____ categories.	one,	two,	three,	four
Participants in a conference_____ voting rights.	have,	do not have,	both,	none
Participants in the conference are known as _____.	delegates,	dividers,	composers,	none of these
PIO stands for _____	Personal Permanent Officer,	Private Personal Off,	Public Information Officer,	Police In Office
Planning comes under_____	Pre-Conference Activities,	Conference Activities,	Post-Conference Activities,	None of these
Posters are the _____ measures of Public Relations.	internal,	external,	exterior,	none of these
Press is the _____ measure of Public Relations.	external,	internal,	interior,	none of these
Public Relation Officers act as _____ to the management.	Advisors,	Rulers,	Followers,	none of these

Questions	Option1	Option2	Option3	Option4
Public Relations form a link between top management and _____.	peoples,	public,	only peoples,	none of these
Resolutions are recorded in the ____ tense.	past,	future,	future perfect,	future continuous
Right to Information Act came into force on _____.	12 October 2005,	12 October 2019,	12 October 2017,	12-अक्तूबर-20
RTI Act stands for_____	Right o Inter,	Right to Interest,	Right to Invite,	Right to Information
Seminars and Conferences are the _____ measures of Public Relations.	external,	internal,	interior,	none of these
Sending a _____ is the first step towards holding a meeting.	notice,	newspaper,	book,	textbook
Skype was created in August_____.	2003,	2018,	2019,	2020
Suggestion Scheme is the _____ measure of Public Relations.	internal,	external,	exterior,	none of these
Summarisation involves_____ the passage.	increasing,	reducing,	doubling,	expanding
SWOT means _____.	Strength, Weakness, Opportunity, Threat,	Strength, Weakness, Opportunity, Time,	Strength, Weakness, Open, Threat,	Strength, White, Opportunity, Threat
Technique of conducting interview is_____.	WASP,	WSAP,	WAPS,	PSAW
Terms of Reference, Procedure, Findings, and _____ are the parts of formal report.	Sources,	Resources,	Recommendations,	None of these

Questions	Option1	Option2	Option3	Option4
The ____ is a list of the items of business to be transacted at the meeting.	agenda,	group discussion,	interview,	newspaper
The convener of the conference reads the conference report about the happenings of the day in _____.	Plannery session,	Inaugural session,	Keynote session,	Valedictory session
The person who answers the questions is called _____.	interviewee,	interview,	interviewer,	view between
The person who takes the interview is called _____.	interviewee,	interview,	interviewer,	view between

Questions	Option1	Option2	Option3	Option4
The public in Public Relations includes both outsiders and _____.	insiders,	externals,	exteriors,	none of these
The selection interview is also known as _____.	exit interview,	grievance interview,	stress interview,	employment interview
The word '_____' is made from two words- 'web' and 'seminar'.	Webinar,	Seminar,	Webcar,	Semicar
The word 'interview' means _____.	view-between,	external view,	flat view,	round view
The word 'Webinar' is made from two words- 'web' and '_____'. To '_____' is to converse, to consult, to discuss.	seminar,	cinema,	car,	semi
To create an understanding between the organisation and the target audience and to build goodwill and good image is the objective of _____.	confer,	defer,	refer,	differ
To select the most suitable candidate is the objective of _____.	Public Relations Department,	J R Department,	T R Department,	None of these
To take action to discover and eliminate sources of misunderstanding is the objective of _____.	exit interview,	grievance interview,	news paper interview,	selection interview
Valedictory is the _____ session in conference schedule.	Public Relations Department,	J R Department,	T R Department,	None of these
When a letter of inquiry is sent in response to an advertisement appearing in a newspaper or a poster or over the radio or on T. V., it is known as _____.	first,	second,	third,	last
When an opinion or suggestion is adopted by the meeting and a decision is taken on the matter, it is recorded as a _____ for taking action.	Solicited letter of inquiry,	Unsolicited letter of inquiry,	both,	none
	resolution,	notice,	agenda,	company