

## MCQs FY BC Sem I and SY BC Sem III

1 The word communication is derived from the \_\_\_\_\_ word 'Communicare'.

Latin

English

American

Indian

2 The word \_\_\_\_\_ is derived from the Latin word 'Communicare'.

Community

Communal

Communication

Compliment

3 The word communication is derived from the Latin word \_\_\_\_\_.

Community

Communal

Continent

Communicare

4 The word communicare means to \_\_\_\_\_

make common

reserve

deserve

commence

5 Communication begins when the \_\_\_\_\_ feels a need to share an idea or thought in his mind.

the sender

the receiver

the listener

the decoder

6 \_\_\_\_\_ is the first component in the process of communication.

The receiver

The decoder

Channel

The sender

7 \_\_\_\_\_ and \_\_\_\_\_ are the two important pillars of the process of communication.

Sender and receiver

Encoding and decoding

Receiver and feedback

None of these

8 The process of communication begins with the \_\_\_\_\_.

Sender

Receiver

Encoding

Decoding

9 \_\_\_\_\_ is the source of the communication process.

Sender

Receiver

Feedback

Decoding

10 \_\_\_\_\_ means transferring the ideas into a series of symbols.

Decoding

Encoding

Receiving

Getting

11 While encoding the sender must establish the mutuality of meaning with the \_\_\_\_\_.

Sender

Source

Receiver

Himself

12 A person who receives the message is called \_\_\_\_\_.

Sender

Encoder

Receiver

Originator

13 When the receiver converts the words, signs, symbols to get the meaning of the message, it is called \_\_\_\_\_.

Encoding

Decoding

Both

meeting

14 \_\_\_\_\_ is the response given by the receiver to the sender.

Encoding

Decoding

Feedback

Message

15 Feedback is the \_\_\_\_\_ link in the process of communication.

First

Second

Third

Last

16 Communication process is also called communication \_\_\_\_\_ .

Cycle

Car

Both

Meaning

17 Feedback may be positive or \_\_\_\_\_

negative

yes

only yes

Only No

18 Signs and \_\_\_\_\_ were used when language did not exist.

Telephones

Telegrams

Symbols

Letters

19 Message arises in the mind of the \_\_\_\_\_.

Sender

Receiver

Listener

Community

20 Sender needs a \_\_\_\_\_ to send out a message.

Medium

Feedback

Vehicle

Fee

21 \_\_\_\_\_ is a measure of the success of the message communicated.

Encoding

Feedback

Symbols

Decoding

22 Communication between two individuals is called \_\_\_\_\_.

Interpersonal communication

Intrapersonal communication

International communication

Mass communication

23 Message can make use of both verbal and non-verbal symbols.

True

False

Untrue

None

24 Sender encodes a message while receiver decodes the message.

True

False

Untrue

Reverse Idea

25 Technology enabled communication refers to \_\_\_\_\_

E-communication

Offline communication

Postal communication

Easy Communication

26 WWW stands for \_\_\_\_\_ .

World Wide Web

Word Wine Web

World Work Web

Watch With Win

27 E-mail stands for \_\_\_\_\_.

Election mail

Elected mail

Element mail

Electronic mail

28 'Blog' is a shortened form of the words "\_\_\_\_\_".

Weblog

Block

Luck

Black

29 A person who owns or runs a blog or a person who maintains the blog is called a \_\_\_\_\_.

Blogger

Logger

Blacker

Locker

30 Moodle is an \_\_\_\_\_ tool.

e-learning

offline

outline

downloading

31 \_\_\_\_\_ is the acronym for modular object-oriented dynamic learning environment.

Moodle

Doodle

Noodle

Voodle

32 Facebook is an \_\_\_\_\_ social networking.

Online

Offline

Hardline

Software

33 Headquarter of Facebook is in \_\_\_\_\_ .

United States

India

Africa

Afghanistan

34 Facebook was launched on \_\_\_\_\_ .

February 4, 2004

February 4, 2017

February 4, 2018

February 4, 2022

35 Facebook was launched by \_\_\_\_\_ .

Mark Zuckerberg

Mark Zen

Mark Zenex

Mark Zender

36 In 2014 WhatsApp was acquired by \_\_\_\_\_.

Facebook

Twitter

Email

Telegram

37 Social media creates \_\_\_\_\_ communities using a computer.

Virtual

Real

Fact

Fake

38 Types of communication \_\_\_\_\_

Formal and Informal

Formal and Official

Informal and Personal

Personal only

39 \_\_\_\_\_ communication takes place within the line of authority.

Formal

Informal

Personal

Grapevine

40 Vertical communication and horizontal communication are types of \_\_\_\_\_ communication.

Formal

Informal

Personal

Grapevine

41 Downward communication and upward communication are the parts of \_\_\_\_\_ communication.

Vertical

Horizontal

Diagonal

Grapevine

42 Downward communication flows from superiors to \_\_\_\_\_ .

Seniors

Boss



Subordinates

Helpers

43 Downward communication is also called as \_\_\_\_\_ communication.

Downstream

Upstream

Upward

Grapevine

44 Upward communication flows from subordinates to \_\_\_\_\_ .

Juniors

Inferior

Superiors

Friends

45 Upward communication is also called as \_\_\_\_\_ communication.

Upstream

Downward

Downstream

Consensus

46 Communication between the people of same level in position in an organisation is called \_\_\_\_\_ .

Downward communication

Upward communication

Horizontal communication

Diagonal communication

47 Combination of vertical communication and horizontal communication is known as \_\_\_\_\_ .

Diagonal communication

Chain communication

Cluster communication

Wheel communication

48 \_\_\_\_\_ communication is also called as consensus.

Diagonal

Chain

Cluster

Wheel

49 \_\_\_\_\_ communication is also called as participative management.

Diagonal

Chain

Cluster

Wheel

50 Grapevine is the \_\_\_\_\_ communication.

Formal

Vertical

Horizontal

Informal

51 The informal communication which spreads secretly generally without the knowledge of authority is called as \_\_\_\_\_ .

Grapevine communication

Formal

Vertical

Horizontal

52 In \_\_\_\_\_ grapevine, the information passes from one person to another person and then to another person and so on.

Chain

Cluster

Wheel

Gossip

53 In \_\_\_\_\_ grapevine, one person informs to a few selected persons who in turn may pass on the information to other selected persons.

Chain

Cluster

Wheel

Gossip

54 \_\_\_\_\_ communication cannot be trusted fully.

Vertical

Horizontal

Diagonal

Grapevine

55 The fastest means of communication is \_\_\_\_\_ .

Vertical

Horizontal

Diagonal

Grapevine

56 There are two types of method of communication: Verbal and

Non-verbal

Oral

Written

Spoken

57 Oral and Written are the types of \_\_\_\_\_ communication.

Non-verbal

Verbal

Body language

Proxemics

58 Communication in which words are used to convey a message is \_\_\_\_\_ .

Non-verbal communication

Silence

Paralanguage

Verbal communication

59 Communication that takes place using spoken words is called \_\_\_\_\_ .

Written communication

Non-verbal communication

Oral communication

Speech

60 There is a problem of retention of lengthy messages in \_\_\_\_\_.

Written communication

Oral communication

Typed communication

Formal Communication

61 There is a possibility in diversion of subject in \_\_\_\_\_ .

Written communication

Oral communication

Typed communication

None of these

62 A telephonic conversation is an example of \_\_\_\_\_ .

Oral communication

Written communication

Proxemics

None of these

63 A formal meeting is an example of \_\_\_\_\_ .

Oral communication

Written communication

Proxemics

None of these

64 Interview is an example of \_\_\_\_\_ .

Oral communication

Written communication

Proxemics

None of these

65 Newspaper is an example of \_\_\_\_\_ .

Oral communication

Written communication

Proxemics

None of these

66 Question paper is an example of \_\_\_\_\_ .

Oral communication

Written communication

Proxemics

None of these

67 Letters are the examples of \_\_\_\_\_ .

Oral communication

Written communication

Proxemics

None of these

68 Permanent record is a feature of \_\_\_\_\_ .

Oral communication

Written communication

Proxemics

None of these

69 \_\_\_\_\_ is suitable for lengthy messages.

Oral communication

Written communication

Proxemics

None of these

70 There is a problem of instant clarification in \_\_\_\_\_ .

Oral communication

Written communication

Proxemics

None of these

71 \_\_\_\_\_ communication is indirect, without words or without verbal messages.

Verbal

Oral

Written

Non-verbal

72 Body language is a form of \_\_\_\_\_.

Verbal

Oral

Written

Non-verbal

73 The study of the body movements is called \_\_\_\_\_ .

Kinesics

Paralanguage

Proxemics

Silence

74 Smiling, frowning, widening the eyes, raising the eyebrows, pursing the lips are the examples of \_\_\_\_\_

Proxemics

Paralanguage

Dress and grooming

Facial expressions

75 The movements of the body, head, hands, shoulders, arms, legs and feet are termed \_\_\_\_\_ .

Posture

Gesture

Facial expressions

Dress and appearance

76 'Para' in 'paralanguage' means \_\_\_\_\_ .

Oppose

Object

Support

None of these

77 \_\_\_\_\_ includes tone, stress, accent, pitch and register.

Paralanguage

Proxemics

Kinesics

Silence

78 \_\_\_\_\_ is the study of space and how we use it in communication.

Paralanguage

Proxemics

Kinesics

Silence

79 American anthropologist Edward Hall has categorised \_\_\_\_\_ zones of space according to the distance between the communicators.

Four

Fourteen

Twenty-four

Thirty-four

80 Silence is a form of \_\_\_\_\_ .

Verbal

Oral

Written

Non-verbal

81 Auditory signals are the examples of \_\_\_\_\_ .

Verbal

Oral

Written

Non-verbal

82 Visuals are the examples of \_\_\_\_\_ .

Verbal

Oral

Written

Non-verbal

83 Posters are the examples of \_\_\_\_\_ .

Verbal

Oral

Written

Non-verbal

84 Colours are the examples of \_\_\_\_\_ .

Verbal

Oral

Written



Non-verbal

85 Maps, graphs and charts are the examples of \_\_\_\_\_ .

Verbal

Oral

Written

Non-verbal

86 One of the greatest advantages of \_\_\_\_\_ communication is that it leads to accountability.

Oral

Non-verbal

Written

None of these

87 \_\_\_\_\_ means the manner in which one conducts oneself within the office environment among people.

Office etiquette

Handshake etiquette

Phone etiquette

None of these

88 Internet etiquette is also known as \_\_\_\_\_ .

Netiquette

Webiquette

Tweetiquette

Instaquette

89 \_\_\_\_\_ is a set of corporate values and codes of principles, which may be written or unwritten, by which a company evaluates its actions and business related decisions.

Business ethics

Communication

Gestures

Grooming

90 \_\_\_\_\_ create customer loyalty and maximise profit.

Business ethics

Malpractices

Unethical behaviour

None of these

91 \_\_\_\_\_ create goodwill in the market.

Business ethics

Malpractice

Unethical practices

None of these

92 \_\_\_\_\_ help to create healthy competition in the market.

Business ethics

Malpractices

Unethical practices

None of these

93 \_\_\_\_\_ is a term used to refer to ethical cases related to computers and computer networks.

Computer ethics

Malpractices

Unethical practices

None of these

94 CSR stands for

Corporate Special Reservation

Corporate Situational Rest

Corporate Saturday Rest

Corporate Social Responsibility

95 \_\_\_\_\_ is a result of self-discipline, inner trust, and a decision to be relentlessly honest in all situations.

Exercise

Integrity

Work

None of these

96 \_\_\_\_\_ is a physical barrier to communication

Noise

Register

Closed mind

Jargon

97 \_\_\_\_\_ are physical barriers to communication.

Time and distance

Register

Closed mind

Jargon

98 \_\_\_\_\_ barriers occur due to differences in meaning attached to words or signs used in communication.

Semantic

Physical

Social

Psychological

99 Misinterpretation of words is a \_\_\_\_\_ barrier.

Physical

Language

Social

Psychological

100 Faulty translation is a \_\_\_\_\_ barrier.

Physical

Language

Social

Psychological

101 \_\_\_\_\_ refers to specialised or technical language which is limited to a group of persons doing the same work or profession.

Jargon

Marathi

English

Hindi

102 Multiplicity of meaning is a \_\_\_\_\_ barrier.

Physical

Language

Social

Psychological

103 Different views of time is a \_\_\_\_\_ barrier.

Physical

Language

Socio-cultural

Psychological

104 Different views of space is a \_\_\_\_\_ barrier.

Physical

Language

Socio-cultural

Psychological

105 Different perceptions is a \_\_\_\_\_ barrier.

Physical

Language

Socio-cultural

Psychological

106 Closed mind is a \_\_\_\_\_ barrier.

Physical

Language

Socio-cultural

Psychological

107 Wrong assumption is a \_\_\_\_\_ barrier.

Physical

Language

Socio-cultural

Psychological

108 Resistance to change is a \_\_\_\_\_ barrier.

Physical

Language

Socio-cultural

Psychological

109 A barrier refers to \_\_\_\_\_ .

An iron rod

An obstacle

A bar carrier

A gymnast

110 Self-image is \_\_\_\_\_ .

Image of the self in our mind

Image of the self in other's mind

Imagination

Magical image

111 Ego is created due to \_\_\_\_\_.

Physical barrier

Language barrier

Socio-cultural barrier

Psychological barrier

112 Incorrect usage of words is due to \_\_\_\_\_ .

Physical barrier

Language barrier

Socio-cultural barrier

Psychological barrier

113 Semantic barrier is also called \_\_\_\_\_ .

Physical barrier

Language barrier

All of these

None of these

114 Personal attitude and opinion can act as \_\_\_\_\_ barrier to communication.

Psychological

Socio-cultural

Physical

Semantic

115 \_\_\_\_\_ is a natural and effortless activity.

Hearing

Listening

Writing

Typing

116 \_\_\_\_\_ is a conscious effort by the receiver to perceive and understand the message.

Hearing

Listening

Writing

Typing

117 \_\_\_\_\_ is a conscious, positive act requiring will power.

Hearing

Listening

Writing

Typing

118 Dislike of the speaker is an obstacle in effective \_\_\_\_\_ .

Hearing

Listening

Writing

Typing

119 Preconceived notion about the subject or topic is an obstacle in effective \_\_\_\_\_ .

Hearing

Listening

Walking

Running

120 Effective speakers \_\_\_\_\_ for a moment before an important point.

Pause

Smile

Frown

Scream

121 Listening is a \_\_\_\_\_ effort by the receiver.

Unconscious

Conscious

Universal

Passive

122 \_\_\_\_\_ is undesirable when a speaker is talking.

Silence

Distraction

Attentiveness

Feedback

123 Listening with eyes closed is \_\_\_\_\_ .

Intellectual listening

Fake listening

Marginal listening

None of these

124 Letter head or sender's address is a \_\_\_\_\_ part of a business letter.

Compulsory

Optional

Unimportant

Unwanted

125 \_\_\_\_\_ contains the name and postal address of the organisation, e-mail, web-site, telephone number, fax number and logo of the business.

Letterhead

Salutation

Complimentary close

Subject line

126 \_\_\_\_\_ line has the day, month and year.

Dateline

Subject line

Salutation



Complimentary close

127 Date is a \_\_\_\_\_ part of a business letter.

Compulsory

Optional

Unimportant

Unwanted

128 The \_\_\_\_\_ line is necessary for future reference and legal validity.

Date

Subject

Salutation

Complimentary close

129 Receiver's address is also called \_\_\_\_\_ .

Inside address

Sender's address

Writer's address

All of these

130 Receiver's address is a \_\_\_\_\_ part of a business letter.

Compulsory

Optional

Unimportant

Unwanted

131 \_\_\_\_\_ is the greeting to the receiver.

Salutation

Date

Reference

None of these

132 \_\_\_\_\_ is a polite way to end or say good bye.

Salutation

Date

Reference

Complimentary close

133 Every business letter must contain the \_\_\_\_\_ of the sender.

Photo

Video

Audio

Signature

134 \_\_\_\_\_ has legal validity in the business letter.

Subject

Salutation

Signature

Complimentary close

135 \_\_\_\_\_ reveals the identity of the sender of the letter.

Subject

Signature

Reference

Postscript

136 If a person is signing on behalf of someone, then \_\_\_\_\_ should be used before the signature.

Into

To

In

For

137 \_\_\_\_\_ indicates letter number and department from where the letter is being sent and the year.

Reference number

Subject

Salutation

Dear sir/madam

138 Any document if sent with the letter has to be mentioned under the title\_\_\_\_\_ .

Enclosure

Date

Salutation

All of these

139 P. S. in letter stands for \_\_\_\_\_.

Post Script

Past Simple

Present Sender

Perfect Seen

140 Post Script is an \_\_\_\_\_ part of a letter.

Optional

Compulsory

Basic

All of these

141 \_\_\_\_\_ must be avoided as it shows carelessness of the writer.

Signature

Salutation

Date

Post script

142 When the letter is dictated by one person and typed by another, then this notation is used.

Identification line

Subject line

Date line

All of these

143 Every part of the letter begins from the left hand margin in \_\_\_\_\_ .

Full block format

Semi-block format

Modified block format

None of these

144 \_\_\_\_\_ is one of the seven C's of letter writing.

Completeness

Continuous

Compulsory

Campus

145 \_\_\_\_\_ is one of the seven C's of letter writing.

Conciseness

Continuous

Compulsory

Campus

146 \_\_\_\_\_ is one of the seven C's of letter writing.

Consideration

Continuous

Compulsory

Campus

147 \_\_\_\_\_ is one of the seven C's of letter writing.

Concreteness

Continuous

Compulsory

Campus

148 \_\_\_\_\_ is one of the seven C's of letter writing.

Clarity

Continuous

Compulsory

Campus

149 \_\_\_\_\_ is one of the seven C's of letter writing.

Courtesy

Continuous

Compulsory

Campus

150 \_\_\_\_\_ is one of the seven C's of letter writing.

Correctness

Continuous

Compulsory

Campus

151 \_\_\_\_\_ is a style of writing that places the writer in the reader's position, allowing a clear view of the situation from the reader's standpoint.

She Attitude

He Attitude

They Attitude

You Attitude

152 \_\_\_\_\_ announces purpose of the letter.

Subject line

Salutation

Complimentary close

Date

153 SOP stands for \_\_\_\_\_

Statement of Purpose

Sample of Paper

Simple of Person

Six of Present

154 You have to submit \_\_\_\_\_ along with your application.

Statement of Purpose

Sample of Paper

Simple of Person

Six of Present

155 When a letter of application is written in reply to an advertisement, it is called \_\_\_\_\_.

Solicited letter

Unsolicited letter

Post letter

None of these

156 CV stands for \_\_\_\_\_ .

Curriculum Vitae

Course Verification

Code Validity

Cancelled Visit

157 A \_\_\_\_\_ letter is a letter which expresses the personal opinion of a referee.

Recommendation

Complaint

Termination

None of these

158 \_\_\_\_\_ letter appreciates employee professionalism.

Appreciation

Complaint

Termination

None of these

159 A resume is accompanied by \_\_\_\_\_ letter.

Appointment

Covering

Complaint

None of these

160 When a receiver receives a message and then sends a meaningful feedback to the sender, there is a \_\_\_\_\_ way communication.

One

Two

Three

Four

161 A \_\_\_\_\_ is a group of related sentences that elaborate, analyse and illustrate a short subject and essentially deals with one idea.

Paragraph

Book

Register

Notebook

162 \_\_\_\_\_ is a characteristic of a paragraph.

Unity

Diversion

Digression

None of these

163 \_\_\_\_\_ is a characteristic of a paragraph.

Coherence

Cooperation

Operation

Compulsory

164 \_\_\_\_\_ means the sentences should be arranged in a logical manner and should follow a definite plan for development.

Coherence

Cooperation

Operation

Compulsory