

National Testing Agency

Question Paper Name :	Communication Skills 28th August 2021 Shift 1
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Communication Skills

Group Number :	1
Group Id :	603489164
Group Maximum Duration :	0
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Show Attended Group? :	No
Edit Attended Group? :	No
Break time :	0
Group Marks :	100
Is this Group for Examiner? :	No

Communication Skills-1

Section Id :	603489234
Section Number :	1
Section type :	Online
Mandatory or Optional :	Mandatory

Number of Questions :	20
Number of Questions to be attempted :	20
Section Marks :	20
Enable Mark as Answered Mark for Review and Clear Response :	Yes
Sub-Section Number :	1
Sub-Section Id :	603489462
Question Shuffling Allowed :	Yes

Question Number : 1 Question Id : 60348912142 Question Type : MCQ Option Shuffling : No Is

Question Mandatory : No

Correct Marks : 1 Wrong Marks : 0

Communication is all about:

1. Getting the message across correctly.
2. Getting order from others
3. Getting feedbacks from teachers
4. None of these

Options :

60348946015. 1

60348946016. 2

60348946017. 3

60348946018. 4

Question Number : 2 Question Id : 60348912143 Question Type : MCQ Option Shuffling : No Is

Question Mandatory : No

Correct Marks : 1 Wrong Marks : 0

The way in which we express ourselves is:

1. Called comprehension
2. Our style of communication
3. Defensive communication
4. All of these

Options :

60348946019. 1

60348946020. 2

60348946021. 3

60348946022. 4

Question Number : 3 Question Id : 60348912144 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No

Correct Marks : 1 Wrong Marks : 0

Which one is not a style of communication?

1. The relater
2. Body language
3. Socializer
4. The thinker

Options :

60348946023. 1

60348946024. 2

60348946025. 3

60348946026. 4

Question Number : 4 Question Id : 60348912145 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No

Correct Marks : 1 Wrong Marks : 0

For the relator the focus is relating to:

1. People and building interpersonal relationships.
2. Socially acceptance
3. Working independently
4. All of these

Options :

60348946027. 1

60348946028. 2

60348946029. 3

60348946030. 4

Question Number : 5 Question Id : 60348912146 Question Type : MCQ Option Shuffling : No Is

Question Mandatory : No

Correct Marks : 1 Wrong Marks : 0

The thinker style of communication are:

1. Always in a hurry
2. Who love to present in style
3. Rude by nature
4. Systematic, logical people

Options :

60348946031. 1

60348946032. 2

60348946033. 3

60348946034. 4

Question Number : 6 Question Id : 60348912147 Question Type : MCQ Option Shuffling : No Is

Question Mandatory : No

Correct Marks : 1 Wrong Marks : 0

The director style of communication:

1. Tend to be very polite
2. Tend to be forceful, dominating and aggressive
3. Very soft outwardly
4. None of these

Options :

60348946035. 1

60348946036. 2

60348946037. 3

60348946038. 4

Question Number : 7 Question Id : 60348912148 Question Type : MCQ Option Shuffling : No Is

Question Mandatory : No

Correct Marks : 1 Wrong Marks : 0

The best way to deal with thinker style of communication is:

1. Provide lots of data and information
2. Engage them in dominance
3. Engage them in conversation
4. All of these

Options :

60348946039. 1

60348946040. 2

60348946041. 3

60348946042. 4

Question Number : 8 Question Id : 60348912149 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No

Correct Marks : 1 Wrong Marks : 0

To be a good communicator it is important to be a:

1. Good listener first
2. Good socialiser first
3. Good writer first
4. None of these

Options :

60348946043. 1

60348946044. 2

60348946045. 3

60348946046. 4

Question Number : 9 Question Id : 60348912150 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No

Correct Marks : 1 Wrong Marks : 0

What one of them is not a barrier to listening?

1. Emotional
2. Physical
3. Environment
4. Writing skill

Options :

60348946047. 1

60348946048. 2

60348946049. 3

60348946050. 4

Question Number : 10 Question Id : 60348912151 Question Type : MCQ Option Shuffling : No

Is Question Mandatory : No

Correct Marks : 1 Wrong Marks : 0

Starting a conversation involves making people feel:

1. Relaxed and comfortable
2. Nervous and uneasy
3. Controlled and confused
4. None of these

Options :

60348946051. 1

60348946052. 2

60348946053. 3

60348946054. 4

Question Number : 11 Question Id : 60348912152 Question Type : MCQ Option Shuffling : No

Is Question Mandatory : No

Correct Marks : 1 Wrong Marks : 0

Which one of them does not come in good writing method:

1. Planning
2. Considering the readers
3. Organizing the points
4. Focusing on body language

Options :

60348946055. 1

60348946056. 2

60348946057. 3

60348946058. 4

**Question Number : 12 Question Id : 60348912153 Question Type : MCQ Option Shuffling : No
Is Question Mandatory : No**

Correct Marks : 1 Wrong Marks : 0

What are the writing process:

1. Pre-writing
2. Writing
3. Re-writing
4. All of these

Options :

60348946059. 1

60348946060. 2

60348946061. 3

60348946062. 4

**Question Number : 13 Question Id : 60348912154 Question Type : MCQ Option Shuffling : No
Is Question Mandatory : No**

Correct Marks : 1 Wrong Marks : 0

Brainstorming is another well-known method of generating:

1. Ideas
2. Facts
3. Opinions
4. All of these

Options :

60348946063. 1

60348946064. 2

60348946065. 3

60348946066. 4

**Question Number : 14 Question Id : 60348912155 Question Type : MCQ Option Shuffling : No
Is Question Mandatory : No**

Correct Marks : 1 Wrong Marks : 0

In writing process, once you identify the subject, the next question is to ask:

1. Who the reader is
2. Who the media people are
3. How to edit the letter
4. None of these

Options :

60348946067. 1

60348946068. 2

60348946069. 3

60348946070. 4

**Question Number : 15 Question Id : 60348912156 Question Type : MCQ Option Shuffling : No
Is Question Mandatory : No**

Correct Marks : 1 Wrong Marks : 0

Deductive reasoning is a basic form of:

1. Valid reasoning
2. Invalid reading
3. Validity of the speech
4. None of these

Options :

60348946071. 1

60348946072. 2

60348946073. 3

60348946074. 4

Question Number : 16 Question Id : 60348912157 Question Type : MCQ Option Shuffling : No

Is Question Mandatory : No

Correct Marks : 1 Wrong Marks : 0

Editing is a_____of the draft to ensure that everything is the way you wanted it to be.

1. Careful reading
2. Memory
3. Limitation
4. None of these

Options :

60348946075. 1

60348946076. 2

60348946077. 3

60348946078. 4

Question Number : 17 Question Id : 60348912158 Question Type : MCQ Option Shuffling : No

Is Question Mandatory : No

Correct Marks : 1 Wrong Marks : 0

Proper nouns always begin with _____ letters.

1. Running
2. Capital
3. Small
4. All of these

Options :

60348946079. 1

60348946080. 2

60348946081. 3

60348946082. 4

Question Number : 18 Question Id : 60348912159 Question Type : MCQ Option Shuffling : No

Is Question Mandatory : No

Correct Marks : 1 Wrong Marks : 0

Communication is a non-stop_____.

1. Paper
2. Programme
3. Process
4. None of these

Options :

60348946083. 1

60348946084. 2

60348946085. 3

60348946086. 4

Question Number : 19 Question Id : 60348912160 Question Type : MCQ Option Shuffling : No

Is Question Mandatory : No

Correct Marks : 1 Wrong Marks : 0

_____ context refers to the relationship between the sender and the receiver.

1. Social
2. Cultural
3. Environment
4. All of these

Options :

60348946087. 1
60348946088. 2
60348946089. 3
60348946090. 4

Question Number : 20 Question Id : 60348912161 Question Type : MCQ Option Shuffling : No
Is Question Mandatory : No

Correct Marks : 1 Wrong Marks : 0

In oral communication the speaker can observe the listener's _____ to what is being stated.

1. Response
2. Reaction
3. Reset
4. All of these

Options :

60348946091. 1
60348946092. 2
60348946093. 3
60348946094. 4

Communication Skills-2

Section Id : 603489235

Section Number : 2

Section type :	Offline
Mandatory or Optional :	Mandatory
Number of Questions :	10
Number of Questions to be attempted :	10
Section Marks :	30
Enable Mark as Answered Mark for Review and Clear Response :	Yes
Sub-Section Number :	1
Sub-Section Id :	603489463
Question Shuffling Allowed :	No

Question Number : 21 Question Id : 60348912162 Question Type : SUBJECTIVE

Correct Marks : 3

What are the different types of communication?

Question Number : 22 Question Id : 60348912163 Question Type : SUBJECTIVE

Correct Marks : 3

Thinkers are obviously people who think their way through things. Does this mean that they have intellectual abilities but no heart? How will you deal with them?

Question Number : 23 Question Id : 60348912164 Question Type : SUBJECTIVE

Correct Marks : 3

What are the greatest challenges to good communication?

Question Number : 24 Question Id : 60348912165 Question Type : SUBJECTIVE

Correct Marks : 3

List a few statements that you normally make when meeting someone in the library whom you know well.

Question Number : 25 Question Id : 60348912166 Question Type : SUBJECTIVE

Correct Marks : 3

Write the basic rules for using abbreviations.

Question Number : 26 Question Id : 60348912167 Question Type : SUBJECTIVE

Correct Marks : 3

Explain why listening is important.

Question Number : 27 Question Id : 60348912168 Question Type : SUBJECTIVE

Correct Marks : 3

Write a brief note on tips for effective speaking.

Question Number : 28 Question Id : 60348912169 Question Type : SUBJECTIVE

Correct Marks : 3

Write a short note on body language.

Question Number : 29 Question Id : 60348912170 Question Type : SUBJECTIVE

Correct Marks : 3

Explain the characteristics of a good conversation.

Question Number : 30 Question Id : 60348912171 Question Type : SUBJECTIVE

Correct Marks : 3

How are informational reports different from analytic reports?

Communication Skills-3

Section Id :	603489236
Section Number :	3
Section type :	Offline
Mandatory or Optional :	Mandatory
Number of Questions :	7
Number of Questions to be attempted :	5
Section Marks :	50
Enable Mark as Answered Mark for Review and Clear Response :	Yes
Sub-Section Number :	1
Sub-Section Id :	603489464
Question Shuffling Allowed :	No

Question Number : 31 Question Id : 60348912172 Question Type : SUBJECTIVE

Correct Marks : 10

Write a letter to the vice chancellor of your university requesting him/her for providing free laptop to all the students.

Question Number : 32 Question Id : 60348912173 Question Type : SUBJECTIVE

Correct Marks : 10

Explain barriers to listening.

Question Number : 33 Question Id : 60348912174 Question Type : SUBJECTIVE

Correct Marks : 10

What is a proposal? Explain the need for writing a proposal.

Question Number : 34 Question Id : 60348912175 Question Type : SUBJECTIVE

Correct Marks : 10

Explain the basic guidelines and the methods of writing.

Question Number : 35 Question Id : 60348912176 Question Type : SUBJECTIVE

Correct Marks : 10

What are the different styles of a report? Explain the structure of report writing.

Question Number : 36 Question Id : 60348912177 Question Type : SUBJECTIVE

Correct Marks : 10

What is a questionnaire? Explain how to construct a questionnaire

Question Number : 37 Question Id : 60348912178 Question Type : SUBJECTIVE

Correct Marks : 10

Discuss the features of a proposal.