

Question Bank Communication Skills

True or False

1. Listening, speaking, reading and writing are communication skills.
2. Gender barriers are caused through words and actions.
3. Physical gestures enhance quality of vocal vibrations.
4. Non-verbal messages produced by the body.
5. Oral transmission is suitable for long message.
6. Listening empathetically means to move far from sympathy and share the feelings of the speaker.
7. Business letters are informal letters, drafted to attain a definite goal.
8. The presenter, himself/herself, is the main element of a presentation.
9. Face-to-face interviews are often incapable of gathering personal and financial information.
10. Listening is an important in-group discussion as talking.

Fill in the blanks

1. ----- plays an important role as means of transmitting the message.
2. Noise is that interruption in the communication process that hinders-----.
3. -----convey our sentiments and feelings.
4. -----use creative and imaginative expressions to communicate.
5. -----refers to non-verbal signs that we use in conveying a message.
6. -----are the type of interviews in which a candidate is evaluated mainly in the core areas of knowledge and skills of the job.
7. -----is a beneficial method of getting feedback so that the group members can be trained appropriately.

Very Short Answer Type Questions

1. Define Communication.
2. Who are encoder and decoder.
3. Explain interpersonal barrier.
4. What is face to face communication?
5. What do you mean by Body Language?

6. Enlist the characteristic of verbal communication?
7. Define Listening.
8. What is active listening.
9. Define Interview.
10. List the types of GD.

Long Answer Type Questions

1. Write a brief note on the principles of successful oral presentations.
2. Discuss the elements of face-to-face communication.
3. Enlist the types of Non-Verbal Communication. Discuss the physical communication.
4. Explain communication style. Discuss the direct communication style.
5. Explain the nature and scope of communication.
6. Discuss communication process.
7. Write a note on elements of Communication.
8. Discuss the types of Barriers to Communication.
9. Explain the types of Listening.
10. Discuss the process and importance of listening.
11. Explain the types of interview.
12. Discuss do's and don'ts of an interview.
13. Discuss the stages for giving presentation.
14. How to prepare for group discussion?
15. Describe the do's and don'ts of group discussion.

ALL THE BEST