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- **Choose the correct alternative from the given options and complete the sentences.**

  1. **Oral communication is an inseparable part of human life.**
     a. **True**
     b. False
  2. **The term "oral communication" means communication made through-------.**
     a. **articulatory organs**
     b. audio-visual mode
     c. through body language
     d. using script
  3. **In oral communication the role of ---------------- (speaker and listener) constantly change.**
     a. **'encoder' and 'decoder'**
     b. 'artist' and 'audience'
     c. 'receiver' and 'message'
     d. 'speaker' and 'organizer'
  4. **Oral communication is also known as---------------- Communication.**
     a. False
     b. **Dyadic**
     c. Informal
     d. Dynamic
  5. **The word---------------- is derived from a French word "intrevue".**
     a. dialogue
     b. speech
     c. **interview**
     d. interviewer
  6. **The term 'Oral communication' is a wider term that encompasses different types like-----------.**
     a. speech, public speech, group discussion
     b. meetings, conferences, conversations
     c. individual or group presentations, business or team presentations, etc
     d. **all of the above**
  7. **What is the meaning of the word, 'intrevue'?**
     a. to glimpse
     b. to see each other
     c. **sight between**
     d. **all of the above**
  8. **During an interview, specific questions are asked to --------- to evaluate his/her suitability for the purpose.**
     a. **An interviewee**
     b. An employee
     c. An interviewer
     d. An employer

9. **An interview is a not a formal and face to face meeting.**
    a. True
    b. **False**
10. **Screening interview is conducted by a person from--------before the main interview.**
    a. **Human Resource Department**
    b. University Grants Commission
    c. Human Rights Commission
    d. None of the above
11. **Screening interview may take place in------------.**
    a. A person or group
    b. **A person or telephone**
    c. Between two or more persons
    d. All of the above
12. **What does Screening interview aim to find out?**
    a. If the interviewee is economically poor
    b. If the interviewee is economically rich
    c. **If the interviewee meets the minimum qualifications and expectations required for the job**
    d. If the interviewee meets the recommendations required for the job
13. **The main aim of Job interview is to judge the suitability of the candidate to the job.**
    a. **True**
    b. False
14. **Campus interviews are conducted by the companies to recruit---------.**
    a. Old graduates
    b. **Fresh or final year/semester students of graduation**
    c. First or second year students of graduation
    d. Failed students of graduation
15. **Campus interviews are conducted in ----------------to recruit fresh graduates.**
    a. **The campus of colleges or universities**
    b. The offices of the companies
    c. The stadium
    d. The campus of the company
16. **If the number of aspirants is more for the campus interview, the companies follow steps like--.**
    a. Short listing and screening
    b. Group discussion and presentations
    c. Formal and informal meets
    d. **All of the above**
17. **The Off-Campus interviews are for fresh graduates but conducted----------.**
    a. Outside college campus
    b. Outside university campus
    c. At a common place
    d. **All of the above**
18. **The Off-Campus interviews can be attended by the candidates from various institutions.**
    a. **True**
    b. False
19. **In Group interview, only one candidate is interviewed.**
    a. True
    b. **False**

20. **What is the basic aim of Group interview?**
    a. **To look for the leader and follower type of personality**
    b. To look for the dashing type of personality

c. To look for the cunning type of personality

d. To look for the calm and quit type of personality

21. Interview is meant to identify------------.

a. The smartness of the candidate.

b. The qualifications of the candidate.

c. B**est qualified and suited candidate.**

d. Economic status of the candidate.

22. **In Panel interview, -----------in turn ask questions to a candidate.**

a. The Head-master or the Principal

b. The Chairman or the Secretary

c. A committee or a group of interviewers

d. All of the above

23. **Panel interviews are---------------.**

a. More popular

b. More reliable

c. Time saving

d. Three of the above

24. Telephonic interview is a kind of ------------------.

a. Panel interview

b. Campus interview

c. Screening interview

d. Promotional interview

25. In Telephonic interview, the suitability of the candidate is verified with regards to--------.

a. Qualification

b. Experience

c. Salary expectations

d. Three of the above

26. If the candidate is found suitable in Telephonic interview, then he/she is called for personal interview.

a. True

b. False

27. Promotional interview is normally organized for--------------.

a. The working employees

b. The non-working employees

c. The working employers

d. The fresh graduates

28. Appraisal interviews are conducted -------------.

a. To evaluate the performance of the employee

b. To collect feedback of the employee

c. To know the achievements of the employee

d. Three of the above

29. Self-appraisal forms are filled to know about-------------of the employee.

a. The achievements

b. The past performance

c. The satisfaction level

d. Three of the above

30. Problem interview is meant for existing employee, whose performance is unsatisfactory, despite several warnings.

a. True

b. False

31. Problem interview aims to create problems.

a. True
b. **False**

32. Exit interview is conducted when an employee is about to join the firm or company.
a. True
b. **False**

33. The purpose of arranging Exit interview is to collect feedback and information about the firm or company.
a. **True**
b. False

34. Stress interview is arranged to test the reactions of a candidate into the difficult situations.
a. **True**
b. False

35. What qualities are tested in Stress interview of an employee?
a. Courage and confidence of an employee
b. Cool temper and self-control of an employee
c. Capacity to handle stress and presence of mind of an employee
d. **Three of the above**

36. Preparation stage is not an important stage in facing interview.
a. True
b. **False**

37. Preparation for any interview should begin with------------.
a. **Self-evaluation**
b. Self-confidence
c. Over-confidence
d. Self-achievements

38. Bio-data/resume gives a brief overview of one's--------to the probable employer.
a. Personal details with qualifications
b. Skills and achievements
c. Experiences and interests
d. **All of the above**

39. The things/items claimed in bio-data/resume do not need documentary evidence.
a. True
b. **False**

40. Physical preparation for an interview includes-------------.
a. Gentle, formal and appropriate dress
b. Clean and polished shoes
c. Neatly combed hair
d. **All of the above**

41. What things are important during an interview?
a. Enter into the interview room with permission and don't sit unless asked
b. Greet the interviewers, hand over the file and keep eye contact with the interview panel
c. Keep control over body language, answer politely in brief, say thanks at the end
d. **All of the above**

42. What should one do after the interview if he/she does not succeed?
a. Curse the interview panel
b. Threat the interview panel
c. **Introspect and work upon the lacunas**
d. Leave the hope for the job

43. What type of questions are asked during an interview?
a. **Generally, on the details provided by the candidate in bio-data**
b. Regarding, the interest of the candidate

c. Regarding, the economical condition of the candidate

d. Regarding, the social condition of the candidate

44. The questions that are asked during an interview can be grouped into------.

   a. Preliminary questions and factual questions

   b. Competency based questions and Technical questions

   c. Hypothetical questions, Motivational questions and Challenging questions

   d. All of the above

45. An ideal and effective presentation needs to follow a/an----------.

   a. Structure

   b. Pattern

   c. rule

   d. organizer's expectation

46. Presentation is an important ---------------.

   a. Oral or verbal communication

   b. Non- verbal communication

   c. Written communication

   d. Visual communication

47. Presentation is a live mode of sharing information with a selected or particular audience.

   a. True

   b. False

48. A person good at presentation succeeds in-------------.

   a. Influencing people

   b. Igniting people

   c. Inspiring people

   d. All of the above

49. Presentation skill helps-------------------.

   a. To save time

   b. To save money

   c. To save trees

   d. To save water

50. What are the key elements of an ideal and effective presentation?

   a. Beginning, middle and an end

   b. Time and space

   c. Electricity and availability of electronic gadgets

   d. None of the above

51. In-------interview, a committee or group of interviewers in turn ask questions to a Candidate.

   a. Panel

   b. Mock

   c. Telephonic

   d. None of these

52. Interview is meant to identify------------.

   a. The smartness of the candidate

   b. The qualifications of the candidate

   c. The best qualified and suited candidate

   d. The economic status of the candidate

53. An ideal and effective presentation needs to follow---------.

   a. A structure

   b. A pattern

   c. A rule

   d. An organizer's expectation

54. Actual platform presentation includes------------.

a. Appearance, dress and voice
b. Body posture and body language
c. Physical movements and use of microphone
d. **All of the above**

55. In actual platform presentation------are the two things which will help in overcoming nervousness.

a. Patience and reading
b. Exercise and consuming heavy diet
c. **Practice and confidence**
d. Laughing and dancing

56. -----------with the audience is must in an effective presentation.

a. Telephonic contact
b. **Eye contact**
c. Direct contact
d. Indirect contact

57. Speech is an inseparable part of human communication.

a. **True**
b. False

58. Speech or public speaking shapes up the mindset and thinking process of individual and of the society.

a. **True**
b. False

59. In speech, according to the occasion---------of delivery is changed.

a. The structure and style
b. The content
c. **The method**
d. **All of the above**

60. Dialogue skill is very important for every human being to share ones'-----.

a. Thoughts
b. Ideas
c. Feelings
d. **All of the above**

61. Group Discussion is the most important part of-------.

a. **Oral or verbal communication**
b. Non- verbal communication
c. Written communication
d. Visual communication

62. A social psychologist, -----------was the first to coin the term 'Group Dynamics' in the early 1940s.

a. Sigmund Freud
b. William James
c. **Kurt Lewin**
d. Ivan Pavlov

63. 'Group Dynamics'is a social process through which people--------in group.

a. Fight with each other
b. **Interact with each other**
c. Go away from each other
d. Abouse each other

64. The term, 'Group Dynamics' refers to-------of the members of a group.

a. The examination pattern
b. The life pattern
c. **The behavioural pattern**

d. The social pattern

65. The management of group dynamics can be done by------to improve the quality of discussion.
    a. the group leader only
    b. any person from the group
    c. a person who dominates the group
    d. a person who remains silent in the group

66. Which is not the purpose of Group discussion in the given alternatives?
    a. To find out the leadership quality of the candidates
    b. To search out the team work efficiency of the participants
    c. Apologize, if you do not know proper answer
    d. To reach a solution of certain issues

67. What are the tips for preparation of Group discussion?
    a. Good content, subject knowledge and development of leadership quality
    b. Connectivity with the subject and good listening skill
    c. Good communication skill and good body language
    d. All of the above

68. Non-verbal communication relies on --------.
    a. Writing
    b. Speaking
    c. Oral and written
    d. Physical movements

69. Which of the following is not non-verbal communication?
    a. Gesture
    b. Signals
    c. Eye contact
    d. Oral

70. Body language is--------- communication.
    a. Oral
    b. Written
    c. Verbal
    d. Non- verbal

71. Silence is ----------- communication.
    a. Dumb
    b. Verbal
    c. Non-verbal
    d. Not

72. Negative body language involves---------.
    a. Poor eye contact
    b. Regular eye contact
    c. Upright posture
    d. Open face

73. Firm handshake is a component of --------------.
    a. Paralanguage
    b. Body language
    c. Technical aid
    d. All of the above

74. Face to face communication is known as -------------communication.
    a. Nonverbal
    b. Verbal
    c. Technical
    d. Verbal and non-verbal

75. Technical communication refers to---------.
   a. Use of technology
   b. Social media sites
   c. Emails
   d. All of these

76. Machine learning is ----------communication.
   a. Technical
   b. Verbal
   c. Nonverbal
   d. None of these

77. Pragmatic code is a component of ------------.
   a. Technology
   b. Paralanguage
   c. Body language
   d. Pseudo language

78. Which is not the following clue to project positive visual communication?
   a. Tense face
   b. Firm handshake
   c. Maintain good eye contact
   d. Avoid face touching

79. We use ---------to reveal our true feelings and emotions.
   a. Verbal communication
   b. Non-verbal communication
   c. Visual communication
   d. Written communication

80. -------helps illiterate people to learn the meaning of signs without using language.
   a. Verbal communication
   b. Non-verbal communication
   c. Machine communication
   d. Written communication

81. What kind of communication 'touch' is?
   a. Verbal communication
   b. Non-verbal communication
   c. Visual communication
   d. Written communication

82. Silence is one of the strong tools for communication and it has-----.
   a. Positive meaning
   b. Negative meaning
   c. Both positive and negative meaning
   d. No meaning at all

83. Personal appearance is an important-----------tool.
   a. Verbal communication
   b. Non-verbal communication
   c. Visual communication
   d. Written communication

84. The status of an individual is indicated through---------.
   a. Verbal signs
   b. Non-verbal signs
   c. Written signs
   d. Machine signs

85. Verbal communication may be------------.

a. Face to face
b. Phone conversation
c. Via Skype or Zoom or Google meet, etc.
d. **All of the above**

86. Non-verbal way of communication includes--------.
a. Eye contact and facial expression
b. Posture and touch
c. Movements of hands
d. **All of the above**

87. The information regarding Technical communication is normally captured into-------.
a. Paper documents
b. digitally retained text and web pages
c. Audio, video and other multimedia devices
d. **All of the above**

88. The term, 'Technical communication' is a means to convey-------.
a. Scientific information
b. Engineering information
c. Technical area information
d. **All of the above**

89. In communication process, there are------used by the communicators.
a. **Various forms, modes, channels, and streams**
b. Various vehicles
c. Variety of people
d. None of the above

90. 'Technical communication' is proved useful today in the field of ---------.
a. Science
b. Technology
c. Art, culture, literature etc.
d. **All of the above**

91. 'Technical communication' includes various knowledge domains like---------.
a. Technical writing, drafting or editing
b. Training, translation and architecture
c. Instructional design, document design and more
d. **All of the above**

92. Presentations, videos, info graphics, diagrams, etc are the examples of--------.
a. Verbal communication
b. Non-verbal communication
c. **Technical communication**
d. Written communication

93. Facebook is a visual type of communication with--------.
a. Memes
b. Videos
c. Images
d. **All of the above**

94. An email, a memo, a report, a tweet and a contract are the types of-----------.
a. Verbal communication
b. Non-verbal communication
c. Technical communication
d. **Written communication**

95. How many methods of communications are there?

a. Three
b. Four
c. Five
d. Six

96. Paralanguage is a component of- -------which modifies meaning and convey emotions.
a. Verbal communication
b. Non-verbal communication
c. Meta-communication
d. Written communication

97. Paralanguage is----------.
a. Systemic
b. System of systems
c. Foreign language
d. Local language

98. Paralanguage is----------.
a. Verbal
b. Non-verbal
c. Visual
d. None of the above

99. Eyes play significant role in expressing------.
a. Love and lust
b. Anger and greed
c. Interest, etc
d. All of the above

100. "We speak with our vocal organs, but we converse with our entire body" is a statement made by the linguist,------------.
a. Ferdinand de Saussure
b. Abercrombie
c. Noam Chomsky
d. Edward Sapir

===========================Best of Luck===============================