

BUSINESS COMMUNICATION STUDY MATERIAL SEM I SEPTEMBER 2020

Questions
The word Communication has originated from the Latin word _____ , which means <i>to share</i>
Communicare
The sender sends the message and sends it through a _____.
Channel
The use of technical word in Conversation is called _____.
Jargon
Corporate Social Responsibility is _____ practice about building sustainable business
Ethical
Listening with sympathy is called _____ listening
Empathic
The study of the Body Language is called _____.
Kinesics
Full Block letter is called _____ way of writing letter
American
Listening is _____ activity which involves understanding.
Psychological
Morale is level of _____ essential in team work.
Confidence
Name the type of the message which is expressed in words ?
Verbal
What is the term used to express hidden aspects of language?
Paralanguage

Which informal network exists in every organization besides existing of formal network -----
Grapevine
What is the name given to the person who decodes the message ?
Receiver
What is the name of the study which deals with how do we use the space in the communication ?
Receiver
In which type of Communication , colours are used ?
Visual
Which type of listening method is used when we are listening to our favorite music?
Visual
Which type of C's of Communication is applicable when the writer is using of 'You Attitude' in bu
Consideration
What is the meaning of the underlined word in this sentence ? 'The Business letter must be <u>precise</u> '.
To the point
What is the name of the write up which accompanies the covering letter of Job Application?
Resume
In which type of layouts of letter writing, all parts are typed on the left hand margin ?
Full Block form
Which word is similar to Semantic Barriers ?
Language
Which types of barriers of communication are formed due to different time zones?
Physical
What is the term used for opinion held by a person for which there is no rational basis or valid reason?
Prejudice

Psychological Barriers are created in the _____.
Mind
A _____ is one which refuses to accept an idea or opinions or new subject
Closed Mind
Which type of communication that takes place between employees belonging to the same level or co
Horizontal
Which Social media application allows use of 240 characters in its message?
Twitter
Which type of communication is encouraged by the suggestion schemes?
Upward
Which is the E-learning tool?
Moodle
Which is the compulsory part of the business letters?
Dateline
Which channel of Communication is used when the messages are sent beyond the reporting relations?
Diagonal
Which project of US Defence Dept lead to Electronic Mail [E-Mail]?
Arpanet
What is the origin of the word 'Blog' ?
Weblog
Who was the founder of the social media site 'Facebook'?
Mark Zuckerberg
Which is the form of non-verbal Communication ?
Facial Expressions

Which channels of communication support the 'Instructions and orders' given to the junior staff by the senior staff?
Downward Channels
Which part of the business letter gives validity to a letter?
Signature
Which is an example of Psychological Barriers of communication?
Closed Mind
What is the meaning of the word 'Barriers' in Communication?
Obstacle
The barrier of difference of Time is an example of which barrier?
Physical
The Vertical Channels of Communication is which type of method of Communication?
Two way
Messages that move along with predefined and regulated pathways are part of _____ communication.
Formal
Subject matter of communication is called as _____.
Message
An essay/letter written by student who wishes to apply to foreign university for admission is called as-----
Statement of purpose
What is the name of the letter written by the staff member when he/she decides to leave the job?
Resignation letter

2 some information, thoughts or ideas .

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business letters?

omparable status?

e seniors?

unication
