

**SAMPLE QUESTIONS- FYBcomSEMESTER I - BUSINESS COMMUNICATION**

1. The English word communicaiton has been derived from Which Latin word?
  - a) Communis
  - b) Communit
  - c) Communal
  - d) Commune
2. Blog is a shortened form of which word?
  - a) Blogspot
  - b) Interblog
  - c) Weblog
  - d) Sociolog
3. Which type of communication helps bring about discipline in the organization?
  - a) Upward
  - b) Downward
  - c) Diagonal
  - d) Horizontal
4. Informal communication is also called as?
  - a) Fake
  - b) Grapevine
  - c) Social
  - d) Casual
5. The scientific study of body language is called?
  - a) Proxemics
  - b) Kinesics
  - c) Chronemics
  - d) Haptics
6. Which term refers to principles, values and beliefs that define right or wrong behaviour?
  - a) Ethics
  - b) Empowerment
  - c) Innovation
  - d) Satisfaction
7. Which of the following is not considered as semantic barriers under Business communication?
  - a) Bad expression
  - b) Jargons
  - c) Distance
  - d) Words with different meanings
8. What kind of activity is 'good listening' referred as?
  - a) Positive

- b) Negative
  - c) Neutral
  - d) Effortless
9. One of these will not find place in a resignation letter
- a) Reason for leaving
  - b) Date of discontinuing the work
  - c) Thanks for the offer
  - d) Extension of help during transition.
10. \_\_\_\_\_ refers to greetings to the addressee.
- a) Inside address
  - b) Letterhead
  - c) Salutation
  - d) Complimentary close.

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