

1. Our dress code is an example of \_\_\_\_\_ communication.

- (A) verbal
- (B) nonverbal
- (C) written
- (D) spoken

2. Communication strengthens \_\_\_\_\_ & \_\_\_\_\_ relationship is an organization.

- (A) employer-father
- (B) employer-employer
- (C) mother-employer
- (D) mother-child

3. Letter, e-mail telephone are examples of \_\_\_\_\_

- (A) message
- (B) feedback
- (C) channel
- (D) encoding

4. Understanding \_\_\_\_\_ different parts of speech forms the base of leaning grammar

- (A) Five
- (B) Eight
- (C) Six
- (D) Seven

5. The person who transmits the message is called the \_\_\_\_\_ or

- (A) Sender
- (B) Gives
- (C) Taker
- (D) Receiver

6. Interviews are conversations with \_\_\_\_\_

- a) fun
- b) purpose

- c) friendliness
- d) informality

7. Which of these interviews is taken for a candidate far away?

- a) Lunch interview
- b) Telephone
- c) Stress interview
- d) Group interview

8. In the preparation of an interview, which step is to research your job position?

- a) Second
- b) Third
- c) Fourth
- d) First

9. -The following is (are) the benefit(s) of training.

- (A) Increased productivity
- (B) Reduced accidents
- (C) Reduced supervision
- (D) All of the above

10. Stress management is about learning

- A) How to avoid the pressures of life
- B) How to develop skills that would enhance our body's adjustment when we are subjected to the pressures of life
- C) Both '1' & '2' are true
- D) None of the above