

**Sample question paper of COMMUNICATION & SOFT SKILLS.**

Q1. Communication is a non-stop\_\_\_\_\_

- A. Paper
- B. Process
- C. Programme
- D. Plan

Q2. The \_\_\_\_\_is the person who transmits the message.

- A. Receiver
- B. Driver
- C. Sender
- D. Receiver

Q3. \_\_\_\_\_are problems arising from expression.

- A. Cultural barriers.
- B. Semantics problems.
- C. Wrong assumptions.
- D. Selecting perception

Q4. \_\_\_\_\_ means to impart understanding of the message.

- A. Encoding
- B. Receiver
- C. Decoding
- D. Feedback

Q5. Writing style can be improved through use of:

- A. Jargon
- B. Slang
- C. Simple words
- D. Metaphors

Q6. Teleconferencing is not suitable for:-

- A. Meetings
- B. Interviews
- C. Problem solving
- D. Keeping in touch with country offices

Q7. The \_\_\_\_\_ of business letter is called layout.

- A. Body
- B. Content
- C. Pattern
- D. Work

Q8. The meaning of Latin word “Communicare” is

- A. To talk
- B. To give
- C. To listen
- D. To share

Q9. If there is no receiver, there is no\_\_\_\_\_

- A. Communication
- B. Sender
- C. Message
- D. Media

Q10. Interview structure include :-

- A. Coaching
- B. Counseling
- C. Closing
- D. Delegation