MCM 301

Important MCQs

Midterm

1. *All of the following are the types of periodical except:*
   - *Journals*
   - *Magazines*
   - *Newspapers*
   - ***Note-cards***

2. *Verbal communication one's physical appearance affects the_____.*
   - ***Message***
   - *Channel*
   - *Sender*
   - *Status*

3. *What is involved in communication process?*
   - *Idea-encoding-channel-decoding-feedback*
   - *Idea-information- channel- receiver*
   - *Information-channel-receiver*
   - ***Sender-receiver-channel***

4. *Word 'intrapersonal' means:*
   - ***Within the person***
   - *Outside the person*
   - *Not personal*
   - *Impersonal*

5. *In USA, maintaining eye contact while talking with elders show confidence, in Pakistan, it Shows disrespect. What does this example depict?*
   - *The interpretation of body language is universal.*
   - ***The interpretation of body language is not universal.***
   - *The interpretation of body language is same worldwide.*
   - *The interpretation of body language is global.*

6. *Which of the following process is the automatic psychological process of receiving aural stimuli?*
   - *Listening*
   - ***Hearing***
   - *Filtering*
   - *Speaking*

7. *Types of media used to direct information upward are:*
   - ***Reports, interoffice memos and supervisor subordinate conferences***
   - *Letters, newspapers and radio*
   - *Newspapers, books and interoffice memos*
   - *TV, radio and wall chalking*

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8. *Which one of the following defines interpersonal communication as communication that occurs between people who have known each other for some time?*
   - ***Developmental view***
   - *Contextual view*
   - *Relative view*
   - *Virtual view*

9. *What does frequent eye contact show?*
   - *Tension*
   - ***Liking***
   - *Rejection*
   - *Boredom*

10. *Poor retention either on the part of the sender or on the part of the receiver can create problems or lead to_____.*
    - ***Misunderstanding***
    - *Hatred*
    - *Understanding*
    - *Generousity*

11. *Which type of communication it would be when subordinates update their superiors by telling them about problems at the workplace?*
    - ***Upward***
    - *Horizontal*
    - *Downward*

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- *Group*

12. Probing is:

- *Attempting to explain what the sender's statement means.*
- ***Attempting to gain additional information, continue the discussion, or clarify a point.***
- *Attempting to discover completely what the sender means.*
- *Making a judgment about the worth of sender's statement.*

13. Which of the following is the first step in order to overcome communication barriers?

- ***To recognize the most common barriers and then, understand their negative impact on communication***
- *To recognize the most common barriers and then, find the positive aspects*
- *To find the rare barriers and understand their negative impact*
- *All of the given options*

13. How many categories do feedback has?

- *3*
- ***5***
- *4*
- *10*

14. *Which of the following is/are example(s) of interpersonal exchange?*
    - *Conversations*
    - *Dialogues*
    - *Small group discussions*
    - ***All of the given options***

15. *How many words is average speaker's rate per minute?*
    - ***100 to 150***
    - *400 to 500*
    - *More than 500*
    - *Countless*
    -

16. *Which of the following is a form of communication in which messages are sent to large, Public , dissimilar, anonymous, distant audiences using some intermediate instrument of transfer?*
    - *Mediated communication*
    - ***Mass communication***
    - *Interpersonal communication*
    - *Group communication*

17. *Which of the following is correct about human memory?*
    - *Not very sharp*
    - ***Reconstructive***
    - *Poorly developed*
    - *All of the given options*

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18. *Which one of the following pattern is especially effective if the audience already knows that the problem exists?*
    - *Problem/solution order*
    - ***Cause/effect order***
    - *Deductive order*
    - *Inductive order*

19. *Which of the following is not a demographic characteristic?*
    - *Sex*
    - *Age*
    - *Cultural background*
    - ***Attitude***

20. *The term pitch refers which of the following?*
    - *The degree of lowness of sound*
    - *The degree of highness of sound*
    - *Attitude*

21. *The term pitch refers which of the following?*
    - *The degree of lowness of sound*
    - *The degree of highness of sound*
    - *The degree of highness or lowness of a sound*
    - ***All of the given options***

22. *All of the following are the elements of communication process. EXCEPT:*
    - *Sender*

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- *Message*
- *Channel*
- ***Creativity***

23. *Which one of the following statement defines situational context of interpersonal communication?*
    - *It concerns your reactions to the other person.*
    - ***It deals with the psycho-social "where" you are communicating.***
    - *It is who you are and what you bring to interaction.*
    - *It deals with the physical "where" you are communicating.*

24. *All of the following are the barriers to communication, EXCEPT:*
    - *Over communication*
    - *Conflicting information*
    - *Language difference*
    - ***Composing message at proper level***

25. *Which of the following involves grasping what the speaker means by seeing the ideas and information from his/her point of view?*
    - ***Listening***
    - *Hearing*
    - *Filtering*
    - *Speaking*

26. *Self-confident individuals usually stand more erect than those:*
    - ***Who lack confidence***

- *Who are over-confident*
- *Who are submissive*
- *Who are arrogan*

27. *A presenter who speaks too loudly may be perceived as which of the following?*
    - *Bombastic*
    - *Aggressive*
    - *Insensitive to listeners*
    - ***All of the given options***

28. *Which of the following pattern is not a specific organizational pattern?*
    - *Spatial*
    - *Chronological*
    - *Topical*
    - ***Deductive***

29. *The word 'communication' is derived from a Latin word 'communico', which means:*
    - ***To share***
    - *To respond*
    - *To give*
    - *To tell*

30. *Which of the following barriers are most often the hardest to identify and reduce or eliminate?*

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- *Physical barriers*
- ***Listener barriers***
- *Sender barriers*
- *None of above*

31. _____is a process which demands that full attention be paid to the spoken Speaking

- ***Listening***
- *Hearing*
- *Dialogue*

32. Which of the following statement has biased language?

- ***Most Germans are direct in their communication.***
- *Jews generally make good businesspeople.*
- *Some Japanese businesspeople cannot speak English.*
- *Older people generally have lower energy levels.*

33. All of the following are the categories of feedback, except:

- *Evaluation*
- *Interpretation*
- *Probing*
- ***Noise***

34. Articulate speech is characterized by:

- ***Correct pronunciation and clear enunciation***
- *Vocal trait*
- *Combination of pitch and strength*

- *More clearly express or magnify meaning*

35. *Which of the following pattern is most appropriate when you used the problem/solution method?*
    - *Spatial*
    - *Chronological*
    - *Topical*
    - ***Logical***

36. *Where does immediacy come from during a presentation?*
    - *Looking at your notes*
    - *Standing*
    - *Dressing with authority*
    - ***Making eye contact***

37. *Which one of the following is a method of arranging information by dividing it into parts?*
    - *Spatial pattern*
    - *Chronological pattern*
    - ***Topical pattern***
    - *Logical pattern*

38. *All of the following are the levels of communication. EXCEPT:*
    - *Intrapersonal Communication*
    - *Interpersonal Communication*
    - *Mediated Communication*
    - ***Frame Communication***

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39. *Which of the following is the first step in order to overcome communication barriers?*
    - ***To recognize the most common barriers and then, understand their negative impact on communication***
    - *To recognize the most common barriers and then, find the positive aspects*
    - *To find the rare barriers and understand their negative impact*
    - *All of the given options*

40. *Audience information such as age, gender, education, and socioeconomic status falls into a category known as*
    - *Profiling*
    - ***Demographics***
    - *Topoi*
    - *MYGLO*
    -

41. *Jumps to conclusions. This is an example of:*
    - ***Listener barrier***
    - *Sender barrier*
    - *Physical barrier*
    - *Noise*

42. *Mediated communication occurs through:*
    - ***Letters, reports, forms and interoffice memoranda***
    - *Letters, newspapers and radio*
    - *Newspapers, books and TV*
    - *TV, radio and wall chalking*

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43. *It is always easier to communicate at the _____.*
    - ***Peer level***
    - *Differing status*
    - *Different position*
    - *Different class*

44. *A presenter can prepare effective responses by which of the following?*
    - *Anticipating*
    - *Answering*
    - *Revising*
    - ***All of the above***

45. *All of the following are correct about magazines except:*
    - *Magazine articles tend to be shorter and more general.*
    - *Magazines are a type of periodical.*
    - *Magazines publish articles written for a general audience.*
    - ***Articles in magazines usually include bibliographies***

46. *_____can also seriously impede the transmission of ideas.*
    - *Tolerance*
    - *Broadsides*
    - ***Prejudice***
    - *Acceptance*

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47. *Which of the following involves grasping what the speaker means by seeing the ideas and information from his/her point of view?*
    - ***Listening***
    - *Hearing*
    - *Filtering*
    - *Speaking*

48. *Effective internal communication helps to increase the job _____.*
    - *Absenteeism and depression*
    - *Dejection and output*
    - *Grievances and sadness*
    - ***Satisfaction and productivity***

49. *On the average, how faster a person can think than the listener can talk?*
    - *Ten times*
    - *Five times*
    - ***Four times***
    - *Three times*

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50. *An effective presenter uses pitch changes to indicate a change in the message. At the end of a sentence, raising the pitch signifies which of the following?*
    - ***A question***
    - *Statement*
    - *Speech*
    - *Confess*

51. *Fillers _____ the continuity of communication.*
    - *Develop*
    - *Emphasize*
    - ***Interrupt***
    - *Build up*

52. *In USA, maintaining eye contact while talking with elders show confidence, in Pakistan, its shows disrespect. What does this example depict?*
    - *The interpretation of body language is universal.*
    - ***The interpretation of body language is not universal.***
    - *The interpretation of body language is same worldwide.*
    - *The interpretation of body language is global.*

53. *All of the following are the purposes of introduction except:*
    - *Getting the audience's attention*
    - *Introducing your thesis*
    - *Establishing your rapport or credibility with the audience*
    - ***Avoid to the audience***

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54. *Business associates can be a helpful source for:*
    - ***Identifying probable questions and objections***
    - *Can reveal questions and concerns*
    - *It is helpful to recall the questions*
    - *None of the given options*

55. *What is involved in communication process?*
    - *Idea-encoding-channel-decoding-feedback*
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56. *Which of the following involves grasping what the speaker means by seeing the ideas and information from his/her point of view?*
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57. *Which one of the following defines interpersonal communication as communication that occurs between people who have known each other for some time?*
    - ***Developmental view***
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    - *Relative view*
    - *Virtual view*

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58. _____is a process which demands that full attention be paid to the spoken material.
    - Speaking
    - **Listening**
    - Hearing
    - Dialogue

59. Which of the following pattern is most appropriate when you used the problem/solution Method?
    - Spatial
    - Chronological
    - Topical
    - **Logical**

60. Which one of the following is an interpersonal need to exercise leadership and prove one's abilities?
    - Inclusion
    - **Control**
    - Affection
    - Power

61. In general, there are _____of newspaper indexes:
    - Two kinds
    - **Three kinds**
    - Many kinds
    - None of the given option

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62. *Partial or marginal listening can distort the intent of which of the following?*
    - ***Message***
    - *Channel*
    - *Source*
    - *All of the given options*

63. *The quality of tone is a combination of which of the following?*
    - ***Pitch, strength and character***
    - *Pitch, strength and volume*
    - *Volume, rate and fillers*
    - *Fillers, character and volume*

64. *All of the following are the levels of listening except:*
    - *Active Listening*
    - *Protective Listening*
    - *Partial Listening*
    - ***Critical Listening***

65. *Which of the following process is the automatic psychological process of receiving aural stimuli?*
    - *Listening*
    - ***Hearing***
    - *Filtering*
    - *Speaking*

66. *While you plan to make a good speech, you must be engaged in which of the following?*
    - ***Audience-centered approach***
    - *Self-centered approach*

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- *Theme or idea of the subject*
- *Results*

67. Bcc stands for:

- ***Blind carbon copy***
- *Blind compiled copy*
- *Branded carbon copy*
- *Branded compiled copy*

68. While writing a letter to inquire about the people, one should keep in mind all of the following, except:

- *Respect human rights, both legal and moral*
- *Ask only for info related to the job*
- ***Stress unrelated information/ facts***
- *Structure the questions around the job*

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