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1. All of the following are the benefits of handouts EXCEPT:

Options:

- A) Handouts eliminate the need for note taking.
- B) Handouts provide an accurate record of the information being presented.
- C) Handouts passed out in advance tend to cause attendees to prejudge the presenter and/or the presentation.
- D) Handouts can be used with all types of presentation media.

Correct option: A) Handouts eliminate the need for note taking.

2. What is the basic requirement of Coordinating behavior?

Options:

- A) It requires the exchange of messages whether verbal or nonverbal.
- B) It requires the use of nonverbal communication only.
- C) It requires the use of verbal communication only.
- D) It requires that group members be in the same geographic area.

Correct option: A) It requires the exchange of messages whether verbal or nonverbal.

3. Which one of the following group often meets face to face with a common purpose in mind?

Options:

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- A) Formal group
- B) Universal group
- C) Universal group
- D) Informal group

Correct option: A) Formal group.

4. All of the following statements about groups are true, EXCEPT:

Options:

- A) Group members influence and are influenced by one another.
- B) Group members strive to achieve some common purpose.
- C) Group members strive to achieve some common purpose.
- D) Group members must interact face-to-face.

Correct option: D) Group members must interact face-to-face.

5. All of the following are considered as some basic truths about human nature that help us humanize our business messages, EXCEPT:

Options:

- A) People expect courtesy.
- B) People are perfect.
- C) People are self-centered.
- D) People are defensive.

Correct option: B) People are perfect.

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6. Which of the following is NOT among the drawbacks of using computerized design programs?

Options:

- A) Design over content.
- B) Simplistic presentations.
- C) Poorly conceived messages.
- D) Overly complex presentations.

Correct option: A) Design over content.

7. In an effective writing, emphasis stands out in two positions, i.e., at/in:

Options:

- A) The lead and the body.
- B) The body and the end.
- C) The beginning and the end.
- D) The middle and the body.

Correct option: C) The beginning and the end.

8. All of the following tactics can be employed for dealing with disruptive incidents, EXCEPT:

Options:

- A) Delay.
- B) Dismiss.
- C) Detour.
- D) Drag.

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Correct option: D) Drag.

9. Which of the following is the most appropriate definition of group communication?

Options:

- A) Any time two or more persons influence each other.
- B) Two or more persons who are interacting with one another during which mutual influence is taking place.
- C) Any collection of two or more persons.
- D) Any interaction between two or more persons.

Correct option: B) Two or more persons who are interacting with one another during which mutual influence is taking place.

10. In written communication, use of active verbs helps make sentences more:

Options:

- A) Empathetic.
- B) All of the given options.
- C) Specific.
- D) Concise.

Correct option: D) Concise.

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