

**PUNE VIDYARTHI GRIHA'S
COLLEGE OF SCIENCE & TECHNOLOGY**

**Unit Test -2020
FYBCOM (Semester- I)**

Subject – Business Communication

Date:

1.

1. Communication in an organization should ideally flow
 - A. from top to bottom
 - B. horizontally
 - C. both ways.
 - D. from bottom to top.
2. The official record of the proceeding of a meeting is known as
 - A. agenda.
 - B. Minutes
 - C. Prospectus
 - D. All
3. Gestures is an example for
 - A. body language.
 - B. grammar.
 - C. speeches
 - D. written.
4. Written communication is _____
 - A. Cheap
 - B. Expensive
 - C. Average
 - D. All pervasive
5. The traditional resume is called the _____ - resume.
 - A. chronological
 - B. functional
 - C. combined
 - D. All of the above
6. A resume is accompanied by _____ letter
 - A. testimonial
 - B. appointment
 - C. covering
 - D. Distinguish
7. The _____ of an e- mail is that single thought or message conveyed by that e-mail.
 - A. topic sentence
 - B. hook
 - C. attachment
 - D. Post
8. 4. A jargon is _____
 - A. a jar not in use

- B. Gong of a bell
- C. Agymnast
- D. Easy word

9. _____ scans your icoming emails.

- A. virus protection software
- B. hardware
- C. computer
- D. Mobile

10. The message that gets no response is not _____

- a. Lost
- b. Communicated
- c. Symbolic
- d. Tolerate

11. When a message is expressed using gestures or signs, it is _____ communication.

- a. Oral
- b. Verbal.
- c. Non-verbal
- d. Written

12. Self- image is _____

- a. Images of the self in our minds
- b. Gong of a bell
- c. an inert gas
- d. technical language

14. Incorrect usage of words is due to _____

- a. Language barriers
- b. Physical barriers
- c. Psychological barriers
- d. Cross – cultural barriers

15. Lack of good speaking skills causes _____

- a. a communication gap
- b. good writing skills
- c. Psychological barriers
- d. Organisational barriers

16. The traditional resume is called the _____ - resume.

- a. chronological
- b. functional
- c. combined
- d. Demographic

17. A resume is accompanied by _____ letter

- a. testimonial
- b. appointment
- c. covering
- d. Demographic

18. The _____ of an e- mail is that single thought or message conveyed by that e-mail.

- a. topic sentence
- b. hook
- c. attachment
- d. Proof

19. A jargon is _____

- a. a jar not in use
- b. Gong of a bell
- c. Agymnast
- d. Easy

20. _____ scans your icoming emails.

- a. virus protection software
- b. hardware
- c. software
- d. Report