

ASSIGNMENT QUESTIONS 2

1. Communication skills are _____.
 - a) exchange of thoughts, feelings
 - b) Behavior in a desired manner
 - c) ability to pay attention
 - d) Both a & c
 - e) Option a & b & c

2. Communication may includes ____, __ & __ skill.

3. Percentage required at work place in Listening skill?
 - a) 100%
 - b) 50%
 - c) 75%
 - d) None of these.

4. True or False Based on Effective ways to develops communication.
 - a) Improve your written communication.
 - b) Try body mirroring
 - c) Only pay attention to others.
 - d) Always read quietly

5. Written communication is the step of _____ & will boost _____.

6. Agree or Disagree.
What makes a good eye contact
 - a) Proper distance and proper balance of posture.
 - b) Just to stare at someone or the interviewer.

ASSIGNMENT QUESTIONS

7. True or false with reason

a) Your body language communicates as much as your voice, in fact even more sometimes.

8. Communication is not only to speak but _____ as well.

9. Do's or Dont's

a) Be respectful

b) Check grammar & Spellings on resume

c) Hear other person out

d) Copy anybody's style of speaking

e) Long answers get more attention.

10. Suggest your tips on successful communication skills.

ASSIGNMENT ANSWERS

Answer Sheet:

1. Option e

2. verbal, non-verbal communication & listening

3. option B

4. a- True; b- True; c- false; d- false

5. Perfection, confidence

6. a) Agree b) disagree

7. The statement is True. Because the interviewer checking personality also when he is taking an interview.

8. Not to speak

9. a- Do's; b-Do's; c- Do's; d- Don't; e- Don't

10. Be confident

Listen question properly then answer
Share your knowledge with respect.