SURPRISE TEST
FIRST SEMESTER MBA (2024-26 BATCH)
BUSINESS COMMUNICATION

Full Marks: 10   **Time: 7 minutes**

Name: _____Roll No:_____

[Answer ALL questions.]

I. Answer these two questions, each in a sentence or two. (2x2=4)

1. Why is feedback necessary in the process of communication?

2. What do you mean by "Proxemics"?

II. Fill in each blank with the right word(s). (1x3=3)

1. _____ refers to the process of converting an idea into a message.

2. The _____ requires that the sender should add some new information to what the receiver already knows.

3. "The Conference Hall is not at all suitable for delivering a talk. There's a lot of distraction and discomfort."The barrier in this situation is _____.

III. Fill in each blank with the right tense form of the verb given in brackets.

1. My friend _____ (reach) the station before my train arrived.

2. Bread and butter _____ (be) my favourite breakfast.

3. I _____ (hear) that he has left the country.

Best of Luck –

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BUSINESS COMMUNICATION

Full Marks: 10   **Time: 7 minutes**

Name: _____Roll No:_____

[Answer ALL questions.]

I. Answer these two questions, each in a sentence or two. (2x2=4)

1.   What is "information overload"?

2.   What do you mean by "Oculesics"?

II. Fill in each blank with the right word(s). (1x3=3)

  1. A video without sound track is an example of _____
      communication.

2. When a filter is very powerful, it becomes a _____ and blocks

communication.

3.   A _____ is a system of symbols used for the purpose of creating
messages.

III. Fill in each blank with the right tense form of the verb given in brackets. (1x3=3)

1.   I will not come to college if it _____ (rain) tomorrow.
2.   It is you who _____ (be) to blame for the confusion among the workers.

3.   There _____ (be) a heavy shower last night.

BEST OF LUCK

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BUSINESS COMMUNICATION

Full Marks: 10   **Time: 7 minutes**

Name: _____**Roll No:**_____

[Answer ALL questions.]

I. Answer these two questions, each in a sentence or two. (2x2=4)

1. What does "yawning" as a non-verbal cue indicate?

2. What is "Haptics"?

II. Fill in each blank with the right word(s). (1x3=3)

1. The process of recovering meaning from a message with the help of a code is known as _____.

2. Style – formal or informal – refers to a variety of language used according to the _____ .

3. _____ describes a situation where so many different messages are received that the Receiver is unable to cope with the information.

III. Fill in each blank with the right tense form of the verb given in brackets. (1x3=3)

1. We _____ (see)her in college yesterday.
2. Students like a teacher who _____ (speak) fluent English.
3. It is you who _____ (be) to blame for the confusion among the workers.

**BEST OF LUCK*

SURPRISE TEST
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BUSINESS COMMUNICATION

Full Marks: 10   **Time: 7 minutes**

Name: _____**Roll No:**_____

[Answer ALL questions.]

I. Answer these two questions, each in a sentence or two. (2x2=4)

1. What is a "code"?

2. What do you mean by the "Grapevine" of an organization?

II. Fill in each blank with the right word(s). (1x3=3)

1. The _____ requires that every message should communicate some new information.

2. The reverse flow of information from the Receiver to the Sender is known as _____ .

3. A _____ message is preferable when you want to present extensive and complex data.

III. Fill in each blank with the right tense form of the verb given in brackets. (1x3=3)

1. My friend _____ (reach) the station before my train arrived.
2. Bread and butter _____ (be) my favourite breakfast.
3. For achieving success, we sometimes employ means which_____(be)   unfair.

BEST OF LUCK

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BUSINESS COMMUNICATION

Full Marks: 10   **Time: 7 minutes**

Name: _____**Roll No:**_____

[Answer ALL questions.]

I. Answer these two questions, each in a sentence or two. (2x2=4)

   1. Why is Feedback important in communication?

   2. What does "Clearing the throat off and on" indicate about a speaker?

II. Fill in each blank with the right word(s). (1x3=3)

1. Reading is a _____ process.

2. When a filter is very powerful, it becomes a _____ and blocks communication.

3. "Immediate feedback" is absent in _____ communication .

III. Fill in each blank with the right tense form of the verb given in brackets. (1x3=3)

   1. Either the workers or the manager_____ (have) made this blunder.
   2. It is I who _____ (be) to blame for the confusion among the workers.
   3. Bread and butter _____ (be) my favourite breakfast.

***BEST OF LUCK**

SURPRISE TEST
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BUSINESS COMMUNICATION

Full Marks: 10   **Time: 7 minutes**

Name: _____**Roll No:**_____

[Answer ALL questions.]

I. Answer these two questions, each in a sentence or two. (2x2=4)

1. What is a "Communication network"?

2. What do you mean by "Encoding"?

II. Fill in each blank with the right word(s). (1x3=3)

1. According to the situation, we use either _____ or _____ variety of a language.

2. A message is composed by the Sender through the process of _____ of the ideas into a message.

3. The term "signal" is used to refer to _____ messages.

III. Fill in each blank with the right tense form of the verb given in brackets. (1x3=3)

1. The majority of people in Maldives _____ (be) of Indian origin.
2. The next train to Puri _____ (leave) at 9 P.M.
3. They _____ (take) a walk in the garden when they saw a snake in the grass.

BEST OF LUCK