

FOUNDATION COURSE

PAPER 2: SECTION-B: BUSINESS CORRESPONDENCE AND REPORTING TEST - 5

Max Marks: 20

Q1 – What are the language and cultural barriers in communication? (2 marks)

OR

List five barriers of communication?

Q2 – Mention four characteristics of efficient communication ? (2 marks)

Q3 – Choose the word which best expresses the meaning of the given words. (1 Mark each)

<p>1. Inchoate</p> <ul style="list-style-type: none">a) Contextualb) Notifiedc) Rudimentaryd) disseminate	<p>2. Contingency</p> <ul style="list-style-type: none">a) Existenceb) Evidencec) Rebeld) Emerge
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Q4 – Differentiate between vertical and wheel spoke method of communication? (2 marks)

Q5 - Select the suitable antonym for the words given. (1 Mark each)

<p>1. Prerogative</p> <ul style="list-style-type: none">a) Positiveb) Embargoc) Invincibled) grapple	<p>2. tangible</p> <ul style="list-style-type: none">a) limitedb) impalpablec) thematicd) graceful
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Q6 – Explain grape-vine and paralanguage? (2 marks)

Q7 – Select the suitable answer. (1 mark each)

<p>1. Clouds on the horizon</p> <ul style="list-style-type: none">a) A ray of hopeb) Hopelessnessc) A problem can be seen in future	<p>2. To rule the roost</p> <ul style="list-style-type: none">a) To dominateb) To be unsurec) To like eating chicken
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d) Problems are unlimited	d) To be lazy
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Q9 – Write two advantages and disadvantages of oral and written communication ? (2 marks)

Q 10- What is communication? Mention all the steps necessary for communication? (4 marks)