

## **Communication Skill CLASS IX**

### **MCQ Question bank**

1. Communication skills are the abilities required to appropriately \_\_\_\_\_ and \_\_\_\_\_ properly.  
a. Speak and Write  
b. Word and sentence  
c. Communicate and Paragraph  
d. None of the above

2. A good speaker is one who can \_\_\_\_\_  
a. Capable of speaking in a professional manner while maintaining eye contact with the audience.  
b. uses varied vocabulary.  
c. uses varied articulate speech to suit the need of the audience.  
d. All of the above

3. A good writer should be able to communicate his/ her thoughts and ideas to readers through various \_\_\_\_\_  
a. styles and techniques  
b. Oral word and techniques  
c. both a. and b.  
d. None of the above

4. The word 'Communication' comes from the Latin word communicare, which indicates \_\_\_\_\_  
a. to share  
b. to know  
c. to give  
d. to follow

5. Effective Communication required \_\_\_\_\_  
a. Good Reading  
b. Writing  
c. Speaking and listening  
d. All of the above

6. To communicate effectively, you must be able to \_\_\_\_\_ properly.  
a. Read  
b. Write  
c. Speak and Listen  
d. All of the above

7. Which of the skills listed below is required for good communication?  
a. Reading  
b. Writing  
c. Listening  
d. All of the above

8. \_\_\_\_\_ is very important in any profession or when you want to starting a new business.  
a. Personal Car  
b. Personal House  
c. Communication skills  
d. None of the above

9. 'Communication' is derived from the \_\_\_\_\_ word.  
a. Greek Word  
b. Devanagari Word  
c. Latin Word  
d. None of the above

10. Communication is the \_\_\_\_\_ of information within a group or between two or more individuals to reach general/ common understanding.  
a. Importance  
b. Sharing  
c. Both a. and b.  
d. None of the above

11. Your ability to communicate \_\_\_\_\_ will assist you in improving your relationships.  
a. Share thoughts  
b. Feelings  
c. Ideas  
d. All of the above

12. Communicating about schedule of an exam to your friends.

# Pdf For Online Communication Skill Mcq With Answers

**Sebastian Brünink**

## **Pdf For Online Communication Skill Mcq With Answers:**

**Communication Skills in English | AICTE Prescribed Textbook - English** Anjana Tiwari,2021-11-01 Communication Skills in English is a basic book that can provided a foundation for further study in the field of English language literature grammar and its usage It will benefit students who are learning the essentials at the Diploma level and those who wish to review the concepts previously learned The premise of this book is to understand English language and its practice thus enabling us to use it more effectively This skill can enhance personal communication college university work finally percolating down to professional lives Therefore the present book will be useful for advanced level students who face difficulty with grammar and need a book for reference and practice In writing this book I have drawn on many years of my expertise in teaching research and writing I Have taught the English language in a range of institutions and to multiple age groups at different levels at a college of further education and universities Therefore this book in front of you is a systematic account of grammatical forms and the way they are used in standard British English today The emphasis is on the meanings and how the govern the choice of grammatical patterns The book is thorough in its coverage but also pays attention to the points that are of importance to the intermediate and advanced learners of English and to their teachers It would be equally suitable for quick reference to details and the more leisured study of grammar topics A useful feature of the book is the inclusion of example text and conversations many of them authentic to show how grammar is used in connected writing and speech Study the rules review the examples and look for more examples of good writing in newspapers magazines and other available sources on the internet Complete the exercises to practice what you have learned but also remember to apply the rules whenever you speak and write There are writing test exercises too for assessing the reader s progress Although every effort has been made to make the book as useful and accurate as possible but if students of teachers have any comments criticisms or suggestions I would be very pleased to hear from them The more you use what s written in this book the better you would be able to apply it in real life In the end you will be a better and more effective speaker and writer You re on your way good luck Some salient features of the book This book is designed to help the reader s master the basics of English grammar that they need to succeed in their studies Best of all when students understand the underpinnings of English language learning will be fun as it should be This book has multiple purposes It is primarily designed as a course book for Diploma students but b it has also been adapted to the needs of the teachers who are interested in exploring a new approach to grammar communication skills and English literature or of any person keen to catch up with a subject so wretchedly neglected by our education system That is why a part of this book is devoted to the correction of preconceptions This book has been arranged into five units for a total of five chapters Each chapter ends with a series of review exercises These help you reinforce what you have learned during the courses of a particular chapter The exercise include tests like MCQs or multiple choice questions true false and completion of sentences By the end of this book you ll be using the English language

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**Informatics, Technologies and Digitalization in the age of Transformation**

Asma Salman,Niroj Dahal,Jacob Wood,Muthanna Abdul Razzaq,2025-11-28 This book serves as a guideline that provides the readers with a deep understanding of the shifts and changes in transforming the society Informatics Technologies and Digitalization in the Age of Transformation offers a comprehensive analysis of the profound impact of technological integration and digitalization on all aspects of modern life It also examines the changes across various fields such as education business and healthcare It showcases the adaptations within the education sector exploring the emotional and perceptual challenges students faced during the COVID 19 pandemic s transition to digital learning It also examines the influence of social media on student productivity and the sustainability of online learning platforms These chapters highlight the critical need for innovative approaches to ensure the continued effectiveness of evolving learning environments The second part focuses on the digital evolution across various industries from the trends in digital marketing to the integration

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**Professional Communication Skills** Jain A.K./ Bhatia, Pravin S.R. & Sheikh A.M., 2006-12 We have seen thousands of promising engg And other professional carers being ruined due to lack of basic writing skills in english language. The students cannot be blamed for this short fall of late the trend has been to lay complete emphasis on teaching only subjects related to the technical and other professional stream chosen by the students. Communication Skills Questions and Answers: Q&A for All Situations Chetan Singh, This Communication Skills book is a complete guide to improving your communication skills covering the various types of communication including verbal nonverbal written interpersonal and group communication. The book starts by providing a definition of communication and the communication process and goes on to discuss the different types of communication and the barriers that can hinder effective communication. The section on verbal communication offers tips for improving your speaking skills including how to overcome common speaking errors while the section on nonverbal communication explains how to interpret and improve your nonverbal cues. The communication book also provides guidance on writing effective emails letters and memos including tips for avoiding common writing errors and proofreading your writing. Interpersonal communication is discussed in detail including strategies for building and maintaining relationships and resolving conflicts while the section on group communication offers tips for leading and participating in group discussions and making effective group decisions. The book of communication skills concludes with a section on public speaking covering how to prepare for a speech communication skills questions and answers delivery techniques and overcoming stage fright. Throughout the book there are practical exercises and examples to help you improve your communication skills making it an essential resource for anyone looking to enhance their ability to communicate effectively in both personal and professional settings. **Developing Communication Skills** Krishna Mohan, 2009 Communication Skills Interview Questions and Answers - English Navneet Singh, Communication skills are essential in any role and employers often assess candidates abilities in this area during interviews. Here are some common communication skills interview questions along with suggested responses. Can you describe a situation where you had to communicate complex

information to a non technical audience Example Response In my previous role as a software developer I was tasked with presenting a new software update to a group of non technical stakeholders To ensure clarity and understanding I prepared a simplified overview of the update focusing on the benefits and impact on their workflow rather than technical details I used visual aids such as diagrams and charts to illustrate key points and engaged the audience by inviting questions and facilitating discussion How do you handle difficult conversations or conflicts in the workplace Example Response When faced with difficult conversations or conflicts I approach them with empathy active listening and a solutions oriented mindset I strive to understand the perspectives of all parties involved encourage open dialogue and seek common ground for resolution I remain calm respectful and objective focusing on finding mutually agreeable solutions that address underlying concerns and preserve positive working relationships Describe a time when you had to deliver constructive feedback to a colleague or team member Example Response In a previous project I noticed that a team member was struggling to meet deadlines and deliverables Instead of ignoring the issue I scheduled a one on one meeting with them to provide constructive feedback and support I approached the conversation with empathy and understanding highlighting specific areas for improvement and offering actionable suggestions for overcoming challenges I also emphasized my belief in their abilities and offered my assistance in any way needed to help them succeed How do you ensure effective communication in a remote or virtual work environment Example Response In remote or virtual work environments effective communication becomes even more important I prioritize clear and frequent communication through various channels such as video calls email chat platforms and project management tools I set expectations for response times and availability establish regular check ins with team members and leverage technology to facilitate collaboration and transparency I also encourage open communication and proactive sharing of updates feedback and concerns to ensure everyone stays aligned and engaged Can you provide an example of a time when you had to communicate a complex idea persuasively to gain buy in from stakeholders Example Response In a previous project I proposed a new strategy for optimizing our supply chain processes to senior leadership To gain buy in I conducted thorough research and analysis to support my proposal highlighting the potential benefits and ROI I tailored my message to resonate with the interests and priorities of each stakeholder addressing their concerns and demonstrating the value of the proposed strategy I also solicited feedback addressed objections and provided evidence based reasoning to build credibility and trust These examples demonstrate how candidates can effectively respond to communication skills interview questions by providing specific examples demonstrating their approach and mindset and highlighting their ability to communicate effectively in various situations

*Effective Communication Skill for Engine* Parul Popat, Effective Communication Skill for Engine **Communication Skills** Dr. Nageshwar Rao,2009-01-01

**COMMUNICATION SKILLS FOR PROFESSIONALS, Second Edition** KONAR, NIRA,2021-11-08 Communication Skills for Professionals is a time tested book which aims to equip students academicians and professionals with all the

necessary skills to communicate effectively so that they can thrive in this competitive world

**WHAT DOES THE BOOK CONTAIN**

This compact and student friendly text is divided in several sections and covers several topics like Detailed section on Vocabulary Items of grammar verbs phrasal verbs voices tenses transformation and synthesis of sentences Rectification of Grammatical Errors in order to identify and correct errors Analysis of the 4 skills of Listening Speaking Reading and Writing Skills of Technical Writing and Public Speaking Body Language and Group Discussion All these and more aims to make the learner a winner not only in his personal life but also in his Professional life The book is easy to read and understand Each point is illustrated with examples from practical life Even the grammar exercises and all other activity based questions have been skillfully designed and worked out in Classrooms

**WHAT IS NEW TO THIS EDITION**

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Book Reviews I have been a regular user of the book by Prof Nira Konar and found it a very reliable resource The chapters on Group Discussion and Body Language are particularly helpful Besides the chapter on Communication Theory has been relevantly and effectively explained keeping in mind the needs of the students Overall the book is very accessible by all levels of students It is a part of recommended reading for my students Nandini Mukherjee Course Coordinator Department of Communicative English St Xavier's College Kolkata An extremely concise lucidly written and reader friendly book that serves as a handy reference manual for all in service English language teachers of degree engineering colleges The B Tech Communicative English syllabus has been closely followed with detailed sections on grammar writing and comprehension The chapters on vocabulary take an insightful look at etymology word origins synonymy and antonymy Detailed word lists and practice exercises make the section extremely helpful for practicing teachers The sections on grammar are fairly detailed offering a thorough analysis of Verbs Tenses Voice Narration Transformation of Sentences and Error Correction There are plenty of practice exercises for the teacher to choose from Reading skills are well discussed and technical writing is given all the importance and predominance it usually occupies in any course on technical communication The section on report writing is extremely useful as a guide for teachers for teaching students the formatting and writing essentials in documenting reports There is a section on professional speaking too which enriches the content of the book On the whole the book is of continuing usefulness and relevance in any technical English course and will be used by teachers and students alike for many years to come Dr Indrajit Bose Assistant Professor of English GNIT Kolkata Dr Konar's book acts as a comprehensive guide to the students of professional technical as well as basic courses to hone their language skills The language of the book is persuasive fluid and student friendly which makes it useful even to the first generation learners of English The scope of this

book extends from word building to report writing and covers almost all the thrust areas of language training in a nutshell Hence it deserves a shelf space in the library of any institution Ayushman Banerjee Assistant Professor in English Haldia Government College Kolkata This is one of the best books on Communication available in the market Dr Nira Konar is a brand by herself whenever English Language Teaching ELT comes into discussion This compact edition discusses in detail the various aspects of language ranging from Vocabulary Grammar Syntax to effective communication in business The book gives a clear reading of LSRW skills such as writing reading listening and public speaking It further confers different means of effective communication situational dialogues body language and group discussions The book follows the present MAKAUT curriculum of English for B Tech 1st year 2nd Semester HM HU 201 HM HU 291 thoroughly It not only gives an overview of the Theory syllabus but also provides details of Language Laboratory activities as well Communication Skills for Professionals enables the readers to express themselves clearly and communicate effectively at the workplace This book not only deals with the rudiments of communication but also gives insights into the body language and provides important tips on how to be successful at interviews and group discussions Primarily intended for students of engineering and technology the book will also be useful for Management students and the students of all disciplines who want to acquire the skill in corporate communication and excel in their respective professional areas Sohini Datta Assistant Professor Department of Management IEM Sector V Salt Lake Kolkata Easy and in depth writing on the subject is the aim of this book The author has put in here the fruits of teaching the students from the wide ranging and first hand knowledge of business speaking and writing and listening in a friendly way It is enriched with extensive references On every page of the book the students will see how a simpler style of English is balanced with their need Dalia Sen Assistant Professor Bengal Institute of Technology Under Techno India Group Kolkata Communication Skills Sanjay Kumar,Pushp Lata,2015 Communication Skills: For Anna University Chaturvedi,2011 Communication Skills For Anna University captures the dynamics of communication skills in a unique way stimulating and motivating readers to achieve excellence in this field It lays down the foundation for excellent effective and practical communication skills

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