

Semester IV
Optional Course 1

COURSE NAME: Communication Skill and Academic Writing

1. One of the following is considered as verbal communication
 - a) Shaking hands
 - b) Presentations
 - c) Slouching
 - d) Nodding

- 2) When is it necessary to cite a source?
 - a) When you write something original from your understanding.
 - b) When you use someone else's words or ideas,
 - c) If you are unsure who the author is
 - d) If you are confident about author's detail

- 3) Formal communication does not stem from
 - a) authority
 - b) accountability
 - c) responsibility
 - d) misunderstanding

- 4) APA citation refers to
 - a) American Psychological Association
 - b) American Psychological Academy
 - c) Advance Pricing Agreement
 - d) Advanced Performance Algorithm

- 5) The following is an example of informal communication
 - a) Official conferences
 - b) Free unrestrained communication between friends
 - c) Written Memos & Corporate letters
 - d) A performance review as a record

- 6) For journal article what should be italicized?**
 - a) The page & volume number.
 - b) The title of the article,
 - c) The journal names,
 - d) The author's name.

- 7) To avoid plagiarism, you should –**
 - a) Integrate information based on our understanding and attribute original source.
 - b) When paraphrasing, copy exact statement from original source

- c) Don't refer to any sources
- d) Not summarize the authors thoughts in your words

8) Which of the following is a barrier to communication?

- a) Checking for reception of understanding
- b) Examining or studying existing communication procedure
- c) Providing opportunities for others to express themselves
- d) Lack of inquiry into the nature and causes of problems

9) Which of the following is not a behavioural characteristic of supportive groups?

- a) Egalitarianism
- b) Problem orientation
- c) Control
- d) Provisionalism

10. Which of the following you should **Not** do when paraphrasing.

- a) Restate ideas & information accurately.
- b) Interpret based on your understanding,
- c) Change just one or two sentences of the content.
- d) Reference the sources.

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Ques. No.	Answer.
1	b
2	b
3	d
4	a
5	b
6	C
7	a
8	d
9	c
10	c