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Menoufyia University



Preparatory Final Exam Jan. 2019

Faculty of Electronic Engineering



Time Allowed: 2 Hrs.

Communication Skills and Effective Presentation

Part One ( 3 Pages)

Q1-) Multiple Choice Questions.

( 18 Point

Circle the right answer for each question.

1. Which of these is the most important tool of communication?
  - a) Body language
  - b) Gestures
  - c) Language
  - d) Posture
  
2. Which of these is not important in an oral presentation?
  - a) Words
  - b) Body language
  - c) Gestures
  - d) The number of people as audience
  
3. In an oral presentation, the speaker should not \_\_\_\_\_.
  - a) panic
  - b) pause
  - c) make eye contact
  - d) inspire
  
4. A speech must always present \_\_\_\_\_.
  - a) facts
  - b) opinions
  - c) suggestions
  - d) perspectives
  
5. Which of these must be avoided by the speaker?
  - a) He must convey precise information.

- b) He must ensure that the information is understood by the audience.
  - c) He must inspire the audience to totally accept his point of view.
  - d) He must force the audience to totally accept his point of view.
6. Which of these is required to convey large information?
- a) Voice
  - b) Tone
  - c) Body language
  - d) Preparation
7. I pay attention to my nonverbal behavior, like facial expressions and eye contact, to make sure I stay engaged with the audience.
- a) True
  - b) False
8. When is the communication process complete?
- a) When the sender transmits the message
  - b) When the message enters the channel
  - c) When the message leaves the channel
  - d) When the receiver understands the message
9. Which of these elements is not involved in the process of communication?
- a) Pipe
  - b) Sender
  - c) Message
  - d) Channel
10. The disadvantage of the written word, on a computer screen or in a book
- a) is that the receiver cannot evaluate the tone of the message
  - b) is that the receiver cannot understand the message
  - c) is that the receiver misunderstood the message
  - d) is that the receiver cannot give feedback
11. Intrapersonal is
- a) Referred to as non-verbal language.
  - b) Anticipate the questions
  - c) Signs and language
  - d) A Communication within a person
12. One of the most important barriers is
- a) Extracting the embedded meaning
  - b) Key element in any human activity.
  - c) Breaks down
  - d) An Interpersonal

13. One of the secret of success is

- a) An Interpersonal
- b) Anticipate the questions
- c) Uses unacknowledged exaggeration to make a point
- d) Foster open communication

14. Communication is:

- a) Asking specific questions regarding right and wrong
- b) Foster open communication
- c) Verbal and non-verbal
- d) Key element in any human activity.

15. Words besides signs

- a) Referred to as non-verbal language.
- b) Lack of information
- c) Share all information with everyone, all of the time
- d) Give information meaning, rather than just passing it on

16. ) Communication can be subdivided into

- a) Foster open communication
- b) Lack of information
- c) Vocal or non-vocal
- d) Verbal and non-verbal

17. Without feedback the communication process

- a) Limit the number of people you communicative with regularly
- b) Extracting the embedded meaning
- c) Breaks down
- d) Hide negative information

18. Communication is the act of conveying intended meaning to another person through the use of mutually understood

- a) Signs and language
- b) Confined to the verbal form of communication
- c) Confined to the written form of communication
- d) Determine which information is necessary and which is unnecessary so that the receiver understandsthe message

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