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صفحة الامتحان

Menoufyia University



Preparatory Final Exam Jan.2020

Faculty of Electronic Engineering



Time Allowed: 2 Hrs.

Communication Skills and Effective Presentation

Part One (3 Pages)

Q1-

(11 Points)

A) Fill in the Blanks

- 1.) Determining the _____ is the first and most important step in preparing for an oral presentation.
- 2.) When you prepare your slides, translate the major headings in your presentation outline into titles for slides. Then build _____ points using short phrases.
- 3.) When giving a cross-cultural presentation, be careful of your _____ language; for example, direct eye contact may be considered disrespectful in other cultures.

B) Multiple Choice Questions,
Circle the right answer for each question.

- 4.) 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 understands the message
- 5.) Which of these is required to convey large information?
a) Voice
b) Tone
c) Body language
d) Preparation

- 6.) Which of these is the external sounds present in the channels of communication?
- a) Noise
 - b) Semantic problems
 - c) Cultural barriers
 - d) Over communication
- 7.) Public speaking is only verbal activity.
- a) True
 - b) False
- 8.) Only inexperienced speakers suffer from stage fright.
- a) True
 - b) False
- 9.) Probably the most effective way to reduce stage fright is to know the presentation topic thoroughly.
- a) True
 - b) False
- 10.) Which of these is not a type of public speech?
- a) Short speech
 - b) Informal speech
 - c) Written speech
 - d) Professional speech
- 11.) Select the least accurate statement about visual aids.
- a) Visual aids tend to lengthen oral presentations.
 - b) Visual aids emphasize and clarify main points.
 - c) Visual aids improve comprehension and retention.
 - d) Visual aids are particularly helpful for inexperienced speakers because the audience concentrates on the aid rather than on the speaker.

Q2-)

(7 points)

A) What does Verbal communication of the non-vocal category involve?

1- _____

2- _____