

Business Communication MCQs and Answers

1. Which of the following is quick and clear method of communication

- A. e-mail
- B. notices/posters
- C. face-to-face informal communication
- D. business meetings

Answer: C

2. Which method is good for taking leave in the office.

- A. Website
- B. notices/posters
- C. e-mail
- D. business meetings

Answer: C

3. Communication starts with:

- A. Encoding
- B. Sender
- C. Channel
- D. Feedback

Answer: B

4. The number of key elements in the communication process is:

- A. Five
- B. Six
- C. Seven
- D. Four

Answer: A

5. The two broad areas of communication are:

- A. Oral and written communication

Business Communication Mcqs With Answers Flabes

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Business Communication, 3/e P. D. Chaturvedi,2013 Business Communication Concepts Skills Cases and Applications builds on the strengths of the previous edition and has been updated to reflect the latest research and technological developments in business communication Divided into three parts this revised edition focuses on the development of communication skills in business and the structured applications of business communication Topics such as reading and writing skills have been augmented and contemporary channels of business communication such as social media have been examined in detail

Business Communication Institut Bank-Bank Malaysia,1989

Quick Win Business Communication Elizabeth P. Tierney,2014-02 QUICK WIN BUSINESS COMMUNICATION is written for business people who recognise how vital effective communication is to their own success and to the success of their organisations While you are reading through the answers to your questions other business people may be discussing missions goals losses profits overheads policies budgets loans promotions strategic plans product development training hiring technology downsizing take overs global competitiveness office parties desk arrangements coffee breaks or office supplies Imagine the implications if you can t understand what is being discussed online in webinars boardrooms offices or at lunch Imagine the implications if your colleagues don t understand your views or are unable to articulate their own Whether you are ordering paper for the copier or making long range hiring plans if communication fails the outcome is confusion Therefore let s examine ways of ensuring a happier outcome There are six sections to this book Business Communication Essentials covers some of the fundamental questions that business people have about what makes an effective communicator and why it matters It also explains the communication process in theory and what may prevent

you from being clear Business Communication Techniques answers questions ranging from unblocking communication to the importance of valuing people and includes topics like the importance of word choices organising your thoughts and the role and use of visuals Meetings Writing Offline Speaking Achieving Business Communication Excellence considers your ongoing development as an effective communicator QUICK WIN BUSINESS COMMUNICATION is designed so that you can dip in and out seeking answers to your top business communication questions as they arise Answers to your queries can be located not only from the contents list but also by using the subject grid at the start of the book and by following the thread of cross references provided at the end of each Q A

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such as such as career planning and career managing skills employability skills and employability scope for graduates as an addition to familiar them in business communication **The Handy Communication Answer Book** Lauren Sergy,2017
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Business Communication Mary Munter,1987

Business Communication Mcqs With Answers Flabes Book Review: Unveiling the Magic of Language

In a digital era where connections and knowledge reign supreme, the enchanting power of language has been apparent than ever. Its ability to stir emotions, provoke thought, and instigate transformation is truly remarkable. This extraordinary book, aptly titled "**Business Communication Mcqs With Answers Flabes**," written by a highly acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound effect on our existence. Throughout this critique, we shall delve into the book's central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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