

Revision on types of communication

1-The following is (are) non-verbal communication

- a. Facial expression
- b. Appearance
- c. Posture
- d. All of the above

(Ans: d)

2-Communication is the task of imparting _____

- a. Training
- b. Information
- c. Knowledge
- d. Message

(Ans: b)

3-The following is the permanent records for business

- a. Business letters
- b. Ledgers
- c. Production reports
- d. All of the above

(Ans: a)

4-The following is (are) the most effective ways of communication.

- a. Verbal
- b. Non verbal
- c. Written
- d. All of the above

(Ans: c)

5-Goals help us to _____

- a. Communicate
- b. Success
- c. Work
- d. Motivate

(Ans: a)

ppt on tools of communication

<https://www.slideshare.net/kiruthikamahadevan/communication-tools-technicqes>

