

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

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