

IAT 1 – Communication Skills

Complete Question & Answer Key

1. She could not _____ the truth.

Answer: **accept**

2. He could not find a _____ place to park his car.

Answer: **quiet**

3. They will _____ the responsibility for the failure.

Answer: **bear**

4. They paid _____ to the teacher's advice.

Answer: **attention**

5. She made a serious _____ in her report.

Answer: **mistake**

6. "To spill the beans" means

Answer: **To reveal a secret**

7. A person who studies ancient remains and cultures is a

Answer: **Archaeologist**

8. Antonym of "Abundant"

Answer: **Scarce**

9. Synonym of "Candid"

Answer: **Frank**

10. "Hit the nail on the head" means

Answer: **Say exactly the right thing**

11. BCC stands for

Answer: **Blind Carbon Copy**

12. What should be avoided in a formal email?

Answer: **Slang or abbreviations**

13. Complimentary close of a business letter includes

Answer: **Ending phrase and signature**

14. Inside address refers to

Answer: **The recipient's address**

15. Letter asking for product details is called

Answer: **Enquiry letter**

16. Converting thoughts into words is called

Answer: **Encoding**

17. Communication at same level is

Answer: **Horizontal communication**

18. Communication within one's own mind

Answer: **Intrapersonal communication**

19. Informal communication network is

Answer: **Grapevine**

20. Cultural barrier to communication

Answer: **Different beliefs and customs**

Long Answer (Model Answer – Option 1)

I am writing to apply for the post of Engineer at ABC Constructions Pvt. Ltd., Bengaluru, as advertised in The Hindu newspaper.

I hold the required qualifications and possess strong technical knowledge along with effective communication skills.

I am highly motivated, dedicated, and capable of working efficiently both independently and as part of a team.

I believe my skills and enthusiasm will contribute positively to your organization.

I have enclosed my resume for your kind consideration.

I would welcome the opportunity to attend an interview at your convenience.

Thank you for your time and consideration.