

Name: _____

Section: _____

Date: _____

Time: _____

MANAGEMENT COMMUNICATIONS

WORK, TIME MANAGEMENT, ORGANIZATION AND PERSONAL PRODUCTIVITY, GROUP DYNAMICS, GROUP THEORY AND INTERPERSONAL SKILLS

2. MULTIPLE CHOICE QUESTIONS (20 MARKS)

10. What does a good leader do? The correct one is the one describing a leader who will ensure a good leader does it in 20 marks

- 1. He says "Hello, my name is _____"
- 2. He says "Hello, my name is _____"
- 3. He says "Hello, my name is _____"
- 4. He says "Hello, my name is _____"
- 5. He says "Hello, my name is _____"
- 6. He says "Hello, my name is _____"
- 7. He says "Hello, my name is _____"
- 8. He says "Hello, my name is _____"
- 9. He says "Hello, my name is _____"
- 10. He says "Hello, my name is _____"

- A. _____
- B. _____
- C. _____
- D. _____
- E. _____
- F. _____
- G. _____
- H. _____
- I. _____
- J. _____

11. What do I think is the best way to deal with a difficult situation? (20 marks)

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____

12. How do you deal with a difficult situation? (20 marks)

1. _____	2. _____	3. _____	4. _____	5. _____	6. _____
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- 13. _____
- 14. _____
- 15. _____
- 16. _____
- 17. _____
- 18. _____
- 19. _____
- 20. _____

13. Complete the following dialogues (20 marks)

Speaker 1: Hello, my name is _____

Speaker 2: _____

Speaker 1: _____

Speaker 2: _____

Speaker 1: _____

Speaker 2: _____

Speaker 1: _____

Speaker 2: _____

Speaker 1: _____

Speaker 2: _____

Speaker 1: _____

Speaker 2: _____

(Total 100)