Communicating as Professionals 3rd Edition Gurney Test Bank

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Chapter 2—Language and communication practice

MULTIPLE CHOICE

1.	An important	difference	between	speech and	writing	is that:

- a. poor pronunciation in speech is a more serious problem than poor spelling in writing.
- b. non-verbal communication is used more in writing than in speech.
- c. writing takes longer than speech.
- d. writing is always more formal than speech.
- e. writing requires more care in word selection than speech.

ANS: E PTS: 1 TOP: Using Speech and Writing in Persuasion

- 2. If you were addressing a hostile audience, you would:
 - a. expect them to be easily persuaded to your view.
 - b. expect them to act immediately on your wishes.
 - c. aim to get them to at least consider your arguments sympathetically.
 - d. begin by putting on a funny video.
 - e. end by handing out chocolates to the children.

ANS: C PTS: 1 TOP: Using Speech and Writing in Persuasion

- 3. What qualities do readers and listeners share in persuasion?
 - a. Both writers and speakers should be formal and serious at all times.
 - b. Readers and listeners like to be treated as equals, not patronised or bullied.
 - c. Writing can never adopt the same tone as speech.
 - d. In both writing and speech, humour is the most persuasive device.
 - e. Anger and friendliness can be expressed equally well in both writing and speech.

ANS: B PTS: 1 TOP: Using Speech and Writing in Persuasion

- 4. Which of the following best illustrates the principles of the 'language game' (that is, 'winning the game')?
 - a. Having plenty of exact facts and figures for your presentation.
 - b. Speaking excitedly and with intensity.
 - c. Using humour to disarm your critics in a magazine article.
 - d. Informing an applicant that he/she has been unsuccessful, and making it clear that you don't want to hear from them again.
 - e. Making sure that you have control of the conversation from start to finish.

ANS: C PTS: 1 TOP: Language and Discourse

- 5. When new technical terms are created in, say, computing, we call them:
 - a. neologisms.
 - b. slang.
 - c. idioms.
 - d. metaphors.
 - e. similes.

ANS: A PTS: 1 TOP: Language and Meaning

- 6. The difference between denotation and connotation of words is that:
 - a. denotation is meant to be objective and unemotional; connotation is subjective and culture-dependent.

- b. denotation is simple speech; connotation always uses big words.
- c. denotation uses figures and statistics; connotation is poetic writing.
- d. denotation is technical jargon; connotation is vague and emotional.
- e. denotation is public; connotation is private.

ANS: A PTS: 1 TOP: Language and Meaning

- 7. Which of the following sentences is gender-inclusive?
 - a. Every solicitor in this city should sit for her bar examination.
 - b. Men have taken 50,000 years to invent the wheel.
 - c. The top athlete needs his training to be tough; otherwise he can't expect to qualify for the Olympics.
 - d. Our volunteer firefighters perform a great service; I congratulate every man and woman in the team for their work this season.
 - e. From cavemen to footballers, sporting teams have always depended on luck and the environment.

ANS: D PTS: 1 TOP: Language and Gender

- 8. Discourse is best defined as:
 - a. spoken and written texts created within a certain social or cultural context.
 - b. longwinded speeches at political meetings.
 - c. arguments put forward in favour of one political party or another.
 - d. written appeals that are too complicated for most readers.
 - e. speeches within a professional group that are meant to be obscure to everyone else.

ANS: A PTS: 1 TOP: Language and Discourse

- 9. Doublespeak is a language device that:
 - a. occurs when a person engages in repetitive speech.
 - b. covers up criminal activity or breaches of human rights.
 - c. covers up one meaning of a word by implying another meaning.
 - d. occurs when two people are talking at the same time.
 - e. covers up vulgar or rude ideas.

ANS: B PTS:1 TOP: Language and Meaning

- 10. The Racial Hatred Act prevents discrimination and vilification of racial groups by:
 - a. banning free speech.
 - b. prohibiting the use of inflammatory language against racial groups in the public domain.
 - c. insisting that all language used to discuss racial groups is positive and affirming.
 - d. ensuring education is provided to individuals who have issue with certain racial groups.
 - e. insisting that the racial heritage of individuals not be disclosed in public discussions.

ANS: B PTS: 1 TOP: Non-Discriminatory Language

- 11. Which of the following is NOT true about metaphors?
 - a. A metaphor can influence the way we see reality.
 - b. A metaphor can be a figure of speech.
 - c. A metaphor can be a symbolic way of expressing an idea.
 - d. A metaphor includes the word 'like' or 'as'.
 - e. A metaphor can make an abstract comparison between one object and another.

ANS: D PTS:1 TOP: Language and Meaning

- 12. Professions are empowered by which of the following language devices? a. Doublespeak b. Jargon c. Medical terminology d. Algorisms e. Technical terminology ANS: E PTS: 1 TOP: Language and Meaning 13. The term 'complex media' refers to which of the following? a. A message using written and visual elements. b. Using a computer network. c. A paper meant to be read silently. d. A message that is too complicated. e. A speech intended for publication. ANS: E PTS:1 TOP: Using Speech and Writing in Persuasion 14. Which of the following is NOT an example of a euphemism? a. 'Pest control is undertaken in the Wellington area.' b. 'Measures will be taken to ensure that Wellington is free from pest activity.' c. 'Routine control of pest-infected areas will be carried out on a regular basis.' d. 'All rats in the Wellington area will be poisoned to death using strong chemicals.' e. 'Pest control will be undertaken in Wellington to improve the quality of life of our residents.' ANS: D PTS:1 TOP: Language and Meaning 15. Which of the following statements is an opinion? a. The government should increase the legal age for drinking. b. Television dominates our lives. c. I'm sure a loving God is looking after me. d. I'm certain he didn't commit the crime. e. Rich people are savers. ANS: A PTS:1 TOP: Using Speech and Writing in Persuasion 16. An advantage of writing over speech is that: a. words can be carefully chosen, tried out and changed if they do not have an impact. b. people trust the written word more than the spoken word. c. non-verbal and verbal feedback can be instantly ascertained from the audience. d. good handwriting impresses many people. e. visual graphics can be used to support the written word. ANS: A PTS:1 TOP: Using Speech and Writing in Persuasion 17. Textspeak:
 - a. is common in all forms of modern communication.
 - b. involves speaking like a textbook.
 - c. is an abbreviated form of language.
 - d. is another word for voice-recognition software.
 - e. involves any device or program that translates written words into speech.

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ANS: C PTS:1 TOP: Language and Meaning

- 18. Which of the following is a norm of communication in the Australian cultural context?
 - a. Public speakers can tell lies wherever necessary and the audience will not mind.
 - b. Public speakers may be found to verbally insult and abuse their audience. This is considered acceptable.
 - c. Public speakers do not need to make eye contact with their audience; the audience will continue to listen regardless.
 - d. Public speakers can insert personal anecdotes and humour into their speeches and it will often be well-received.
 - e. Public speakers do not need to follow any rules when it comes to providing facts and evidence.

ANS: D PTS:1 TOP: Language and Discourse

SHORT ANSWER

- 1. Which of the following statements are true and which are false?
 - a. The speaker's tone may be the opposite of his/her meaning.
 - b. Ironic speech means expressing meaning through language signifying the opposite. This cannot be done in writing.
 - c. The writer can express irony in words only, whereas the speaker can use his/her voice and gestures in an ironic way.
 - d. The speaker is wise to emphasise points through repetition, otherwise the audience may forget them.
 - e. In writing company reports, the professional communicator should use the language of magazines: cheerful, colourful and colloquial.

ANS:

True: a, c, d; False: b, e

PTS: 1 DIF: Hard TOP: Using Speech and Writing in Persuasion

- 2. By 'rules of the language game', we mean which **three** of the following?
 - a. Using correct grammar in formal reports.
 - b. Understanding words used by people who lecture to us.
 - c. Being competent at word puzzles.
 - d. Having fun with word games.
 - e. Pronouncing words properly.

ANS:

a, b, e

PTS: 1 DIF: Easy TOP: Language and Discourse