

Internal Test

Lecture Group-II

Sub: Project Communication and Negotiation

Test: Quiz

Date: 27.09.2017

Full Marks: 25

Time: 30 Minutes

Answer **ALL** questions.

Each question carries equal marks. **Write your answer in one to two lines only.**

1. Mention any two characteristics of a project.
2. How do you feel suitable to be a Project Manager?
3. What are the activities in the execution phase of a project?
4. Mention the principle of completeness in effective communication.
5. What is the role of Project Leader in a Project?
6. How written communication can be effective?
7. Generally, how prime objective of a project is determined?
8. Do you feel client of a project determines the future of a project, if yes/no, mention.
9. Group dynamics helps in developing working ability in a project. (True/False)
10. Stakeholder management in project is essential.
(True/False)
11. How an employee working in a project can improve his/her writing skill?
12. Employee satisfaction is one of the priorities in any project. (If wrong, rectify)
13. It is good to have a balance between people and technology in any project. (True/False)
14. What is the advantage of effective written communication?
15. Mention any two activities in the controlling phase of any project.
16. Effective communication refers to verbal communication only. (True/False).
17. Body language is very important for a project leader. (True/False)
18. The study of variations in pitch, speed, volume and pauses to convey meaning in communication is known as _____.
19. An effective project leader should be emotionally intelligent. (True/False)
20. Budgeting phase is also known as _____ phase of a project.
21. Give any two reasons of project failure.
22. Mention any two characters of an effective employee in a project.
23. Body language is important in communication. (If wrong, rectify)
24. Informal communication is required for effective communication. (If wrong, rectify)
25. Friendly gesture and respect to cultures are helpful in a project. (True/False)

-----X-----X-----

WISH YOU GOOD LUCK

ANSWER

1. Temporary in nature, Unique deliverable of service or product, Progressive Elaboration
2. Effective communication skill, negotiation skill, sound in professional project management Knowledge, qualities to lead a project team
3. Execution phase to execute the activities, making plan into action, utilisation of resources, functioning of working teams
4. Completeness refers to give a complete message from which gives complete understanding by the receiver and helps in directing further activities.
5. Project Leader has to lead, plan, organize, motivate, direct, resolve any conflict, control and strive to achieve the projected goals.

6. The 7C's of communication principles have to be followed for effective writing communication.
7. The prime objective of a project is determined from the expectations of the client and accordingly activities need to be followed from the initial phase of a project.
8. Yes
9. True
10. True
11. Practice, understanding the receiver's level of understanding, simple, easy and concise writing.
12. Correct
13. True
14. Executing the activities and ensuring achievement of project goals as expected.
15. Assessing problems, analysing preventive measures, taking corrective actions.
16. False
17. True
18. Paralanguage
19. True
20. Controlling
21. Delay, Poor quality of service, conflict, ineffective negotiation.
22. Committed, goal congruent, sound in human relations and technical skills.
23. True
24. True
25. True

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