

Chapter 3 Nonverbal Communication and Teamwork

True/False

Indicate whether the statement is true or false.

- _____ 1. Nonverbal communication is composed of the messages sent without or in addition to words.
- _____ 2. Receivers interpret nonverbal symbols by using their senses: sight, hearing, touch, taste, and smell.
- _____ 3. The personal space a person prefers is the same in all cultures.
- _____ 4. Your level of self-confidence does not affect how others think of your competence.
- _____ 5. Characteristics of a physical setting, such as lighting and furnishings, can send nonverbal messages.
- _____ 6. Reading is the most frequently used form of communication.
- _____ 7. The speaker's tone of voice, gestures, facial expressions, and posture can add meaning to a message.
- _____ 8. Casual listening is sometimes called passive listening.
- _____ 9. Emphatic listening involves judging the importance or accuracy of what a speaker is saying.
- _____ 10. Attitudes about the speaker can be a barrier to listening.
- _____ 11. When trying to resolve a conflict, center your discussions on the people involved, not the issues.
- _____ 12. A coworker may be considered anyone who works for the same company as you do.
- _____ 13. Poor communication among team members can limit the team's accomplishments.
- _____ 14. A virtual team is one with members who share a physical workspace.
- _____ 15. Communicating openly and tactfully is one of the most important guidelines for the success of any team.

Multiple Choice

Identify the letter of the choice that best completes the statement or answers the question.

- _____ 16. A role of nonverbal communication may be to
 - a. reinforce a verbal message
 - b. contradict a verbal message
 - c. substitute for a verbal message
 - d. all the above
- _____ 17. Body language
 - a. does not include gestures
 - b. includes facial expressions
 - c. does not include eye contact
 - d. all the above
- _____ 18. Personal space
 - a. is the physical distance between individuals
 - b. size does not depend on the relationships of the people involved
 - c. includes a social zone of 1 to 4 feet
 - d. all the above

Examview Business Communications

Jack Hoggatt



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