Grade 8 Pre-Technical Studies Topical Questions and Answers on Communication

1. What is communication?

- Communication is the process of sharing information through a channel from the sender to the receiver.

2. Define business communication.

- Business communication is the exchange of information between a business organization and its customers or between people within and outside a company.

3. What is a communication channel?

- A communication channel is a medium or method used to deliver a message to an intended audience.

4. List three forms of communication channels used in business.

- Oral/verbal communication, written communication, and audio-visual communication channels.

5. What involves speaking and listening in oral communication?

- Oral communication involves speaking and listening by both the sender and the receiver.

6. Give two examples of oral communication channels.

- Examples include face-to-face conversations and telephone calls.

7. What is the primary disadvantage of using oral communication in large groups?

- It is not possible to tell if everybody is listening to you, especially when dealing with a large group.

8. What type of information is best suited for written communication channels?