

the two modes of oral and written use of words

[ENG316] Any form of communication carried out without the use of words is called -----  
----- communication  
non-articulate or non-verbal

[ENG316] The Intrinsic tools or skills in communication are divisible into two categories;  
----- and -----.  
mechanical and cognitive skills

[ENG316] non-articulate type of communication refers to -----  
communication by non-verbal means

[ENG316] ----- communication is a preserve of the human species of creation.  
Articulate

[ENG316] ----- aim at neat appearance and tasteful arrangement of written matter  
for the purpose of achieving eye appeal.  
Inflectional skills

[ENG316] Clarity as a quality of effective communication refers to -----.  
the use of language

[ENG316] ----- defines business communication as the  
Desmond W. Evans (1984:24)

[ENG316] Which of the following options may not be regarded as a function of  
communication?  
Communication is the means by which people can be introduced and orientated to  
their environment.  
Communication may not be the means by which people can be  
introduced to their environment.

[ENG316] Readability in communication refers to -----.  
the beauty, charm, attractiveness and simplicity of the style of a piece of  
communication.

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