

Name: _____

Date: _____

- 1 In regards to information security, the number of people in the chain of command
 - A Size does not matter
 - B Can include friends
 - C Can include interested personnel
 - D Should be reduced to the absolute minimum
- 2 What should be done if there appears to be a communications failure?
 - A Show initiative and request additional information.
 - B Show initiative and repeat information to confirm accuracy.
 - C Assume that the listener is not smart enough to understand your message.
 - D Both a and b
- 3 When a subordinate thinks something is wrong, it is the responsibility of the junior to ensure that the senior is fully apprised in a timely fashion as to what has gone on.
 - A True
 - B False
- 4 When people understand the mission, values, standards, and expectations, they can _____.
 - A Ask a lot more questions
 - B Waste a lot of time
 - C Do what needs to be done
 - D Expect minimum guidance
- 5 When discussing the future, an officer should _____.
 - A Not continue into an area where he/she is not on firm ground
 - B Use conjecture to fill in the leadership
 - C Offer plans that are still preliminary
 - D Make a guess about what can happen
- 6 Officers should keep subordinates informed about the mission and the plans to accomplish the mission.
 - A True
 - B False

- 7 Communications systems used in front-line units tend to be more vulnerable to code breaking and listening by the enemy.
 - A True
 - B False
- 8 The same rules apply for both electronic communications and person-to-person communications.
 - A True
 - B False
- 9 Who should NOT be included in the chain of command?
 - A Subordinates and superiors
 - B A nice person who is really interested
 - C Supporting units
 - D Those with a need to know
- 10 The way an officer speaks, writes, and thinks should convey the image of an educated person.
 - A True
 - B False
- 11 Subscribe means _____.
 - A Take advantage of the situation
 - B To have reservations about the situation
 - C To express approval or agreement with
 - D To withhold judgment
- 12 When the reasons for orders are NOT apparent _____.
 - A People might feel empowered anyway
 - B Resentment seldom occurs if they like you
 - C The likelihood of orders being disregarded increases
 - D People are mature and do not feel like pawns

- 13 Explaining decisions and sharing information _____.
- A Is NOT a high priority in today's Navy
 - B Takes too much time and effort for a busy leader
 - C Allows people to feel empowered and not dominated
 - D Does NOT really dispel rumors
- 14 _____ means to enable, permit, or authorize.
- A Deactivate
 - B Decommission
 - C Empower
 - D Employ
- 15 Officers can share information by _____.
- A Regularly scheduled meetings with department heads
 - B Personally briefing the crew at quarters
 - C Starting rumors to see how fast news gets around
 - D A and B above
- 16 For the communication problem of an idea too abstract or too theoretical, a solution would be to _____.
- A Use a metaphor
 - B Provide a concrete example
 - C Use an editor
 - D Provide additional background information
- 17 For the communication problem of vocabulary and phraseology too exalted, a solution would be to _____.
- A Use a metaphor
 - B Provide a concrete example
 - C Use an editor
 - D Provide additional background information
- 18 Outstanding officers remain available and visible by _____.
- A Walking about
 - B Having a closed door policy
 - C Telling the XO to handle the personnel problems
 - D Frequently standing on the bridge

- 19 The number of people in the chain of command _____.
- A Should never be reduced to the absolute minimum
 - B Should be reduced to the absolute minimum
 - C Can include family and friends
 - D Can include friends from college
- 20 You are writing an article on your leadership camp for the school paper. You turn the article in to the editor. She was impressed with the quality of your writing. However, she said there was one sentence that was not grammatically correct. It read, "The leader turn left instead of write which led over a dozen cadets the wrong way." What was your mistake? (Choose ALL that apply.)
- A The subject did not agree with the verb.
 - B You wrote a run-on sentence.
 - C There was a misspelled word.
 - D You made a capitalization mistake.

Answer Key: NS4-U6 - The Basics of Effective Communication (Exam)

Question:	Answer
1	D
2	D
3	A
4	C
5	A
6	A
7	A
8	B
9	B
10	A
11	C
12	C
13	C
14	C
15	D
16	B
17	C
18	A
19	B
20	A