Online Examinations (Even Sem/Part-I/Part-II Examinations 2020 - 2021

Course Name - -Business Communication-III Course Code - HU401

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- Diploma in Pharmacy
- Bachelor of Pharmacy
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- BCA
- B.SC.(CS)
- B.SC.(BT)
- B.SC.(ANCS)
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- BBA
- B.A.(JMC)
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- B.SC.(MSJ)
- Bachelor of Physiotherapy
- B.SC.(AM)
- Dip.CSE
- Dip.ECE

DIP.EE

DIP.ME

_ .. . _ _

- PGDHM
- MBA
- M.SC.(BT)
- M.TECH(CSE)
- M.A.(JMC)
- M.A.(ENG)
- M.SC.(MATH)
- M.SC.(MB)
- MCA
- M.SC.(MSJ)
- M.SC.(AM)
- M.SC.CS)
- M.SC.(ANCS)
- M.SC.(MM)
- B.A.(Eng)

Answer all the questions. Each question carry one mark.

9. 1. "The Black Cat" is written by

- 📃 Roald Dahl
- Guy de Mauspassant
- Anton Chekhov
- 🔵 Edgar Allan Poe

10. 2. The Full Form of CV is

Mark only one oval.

Curriculum Vitae

Course Vision

Carrom Vista

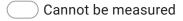
Correct Value

11. 3. The name of the narrator in the short story 'The Black Cat' is

Mark only one oval.

\subset	Allen
\subset	Stephen
\subset	Anton
\subset	Not Mentioned

12. 4. Soft Skill is a skill which



- Can be measured
- May not be measured
- May be measured

13. 5. In a CV, your educational qualification should be arranged in ______ order.

Mark only one oval.

____ chronological

_____ random

reverse chronological

_____ alphabetical

14. 6. During a presentation you should be aware of the _____ of the audience.

Mark only one oval.

gender

____ culture

location

-) all of them
- 15. 7. Typing Speed is an example of

Mark only one oval.

Soft skill

🔵 Hard Skill

Communication Skill

Presentation Skill

16. 8. Which of the following options is NOT a limitation of Interview?

Mark only one oval.

Stereotyping

- Halo Effect
- Leniency
- Inter-personal Communication
- 17. 9. In which of the Interviews insults are common?

Mark only one oval.

- Structured
- Unstructured
- Stress
- Group
- 18. 10. Which of the following skills is not judged during a Group Discussion?

Mark only one oval.

🔵 Leadership Potential

- Inter-personal Communication
- Listening
- Writing

19. 11. In which of these, more than one candidate is interviewed?

Mark only one oval.

- The behavioural interview
- The stress interview
- The group interview
- The audition
- 20. 12. Interviews are conversations with _____.

Mark only one oval.

- 🔵 Fun
- Purpose
- Friendliness
- Informality
- 21. 13. Which of the following is NOT an example of Soft Skills?

- Time Management
- Anger Management
- Self-Motivation
- Accounting

22. 14. In an interview, you must be

Mark only one oval.

Punctual

- Prepared
- Confident
- All of them
- 23. 15. Which of the following is an example of Soft Skill?

Mark only one oval.

- Communication
- Computer proficiency
- Typing Speed
- Knowledge of English
- 24. 16. Résumé means

Mark only one oval.

Summary

🔵 Analysis

Examples

Professional Details

25. 17. The Tell-Tale Heart was published in

Mark only one oval.



26. 18. In a CV, your name should be mentioned

Mark only one oval.

- on the top
- 🔵 at the bottom
-) in the middle
- 🔵 in every page
- 27. 19. EQ stands for

- Emotional Quotient
- Eligible Quotient
- Entrepreneurial Quotient
- Empathic Quotient

28. 20. The synonym for sagacious is

Mark only one oval.

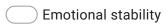
____ wise

- _____ unreliable
- revealing
- confused
- 29. 21. Which of these are vital for any organization?

Mark only one oval.

- Debates
- Group discussions
- Speeches
- Arguments
- 30. 22. Which of these qualities are important in a Group Discussion?

Mark only one oval.



Hostility

- ____ Ignorance
- Aggressiveness

31. 23. When is the worst time to break into a discussion in a Group Discussion?

Mark only one oval.

When everyone is silent

- When one person is talking
- When there is less time left
- When two or three people are talking simultaneously
- 32. 24. In a group discussion, the candidate should be _____.

Mark only one oval.

- Assertive
- Dominating
- Subjective
- 🔵 Ignorant
- 33. 25.In a group discussion, one must communicate with _____.

Mark only one oval.

Hostility

Ignorance

- Knowledge
- Long sentences

34. 26. Integrity is essential in all functions, but is it most crucial in?

Mark only one oval.

📃 Leadership

- Supervision
- Management
- Compliance
- 35. 27. Hard skills are _____ skills used to perform daily job functions.

Mark only one oval.

- Subtle
- Creative thinking
- Technical
- 36. 28. Collaborative and cooperative with co-workers; contribute to goals; these are examples of.....

- Teamwork
- Responsibility
- Respect
- Time Management

37. 29. Which of these is a 'soft' skill?

Mark only one oval.

Analyzing
 Monitoring
 Budgeting

- Counselling
- 38. 30. Experiential learning is most beneficial to people who have a _____learning style preference?

Mark only one oval.

🔵 Visual

Kinesthetic

Auditory

- Casual
- 39. 31. When planning the running order for a meeting it is generally best to put the big important items _____.

- First
- Last
- In the middle
- Second to last

40. 32. Hard Skills are _____.

Mark only one oval.

Non-tangible

- Specific
- Abstract
- Unspecified
- 41. 33. Problem Solving requires _____ skills.

Mark only one oval.

- Soft
- 🔵 Hard
- Analytical
- Punctuality
- 42. 34. Flexibility means

- Willingness to change
- Willingness to adapt
- Willingness to compromise
- All of the above

43. 35. Which of the following statements is true?

Mark only one oval.

Topics related to ethical issues are not good for group discussions.

Topics with clear right and wrong answers are excellent for group discussions.

Topics related to ethics generally are good for group discussions.

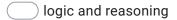
It is best to avoid topics that are controversial when picking group discussion topics.

44. 36. The group discussion evaluates the candidate's ability to:

Mark only one oval.

- 🔵 lead others
- confer with others on a given subject
- control others
- argue with others
- 45. 37. The left part of our brain controls:

Mark only one oval.



emotions

- creativity
- imagination

46. 38. Once you get your chance to speak in a group discussion, _____

Mark only one oval.

don't speak.

speak hastily and draw the conclusion

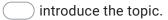
listen to others carefully.

- _____ speak slowly and with authority.
- 47. 39. People speaking afterward in a Group Discussion should

Mark only one oval.



- refute others.
- be aggressive.
- try to build upon the points given by others.
- 48. 40. If you manage to go second or third in a Group Discussion



- paraphrase the explanation of the topic.
- draw the conclusion
- argue

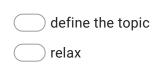
49. 41. In Group Discussion, which of the followings may create bad impression?

Mark only one oval.

Confidence

- Smartness
- Lack of knowledge
- Formal Attire
- 50. 42. In the time given before the start of Group Discussion, you MUST NOT

Mark only one oval.



- write 2-3 pros and cons
- give a 3 point structure to the discussion
- 51. 43. If you are able to start a group discussion

- Introduce the topic
- ____ Just greet people and pass on
- Try to stop others to speak
- Stand up and start speaking

52. 44. If you don't know the answer to a question raised in a Group Discussion

Mark only one oval.

bluff

- 🕖 remain quiet
- keep guessing
- _____ admit you do not know the answer
- 53. 45. Which of the following stages of an interview should take the longest time to complete?

Mark only one oval.

\bigcirc	Resume	review

- Questions and answers
- Greeting/small talk
- Presentation of company/position
- 54. 46. The purpose of the small talk stage of an interview is to

- form a first impression in the mind of the interviewer
- form a first impression in the mind of the interviewee
- help the candidate feel at ease with the interview setting
- All three

55. 47. How should you handle a question about your weaknesses?

Mark only one oval.

🔵 Use humor

- Mention whatever comes to your mind
- Mention a weakness then say something positive
- Tell the interviewer that you don't have any
- 56. 48. Generally, when asked about long-term goals, candidates should talk about where they want to be professionally in how many years?

Mark only one oval.

- 3 years
- ____ 5 years
- 🔵 15 years
- 10 years
- 57. 49. Which of the following is NOT a behavioral-based question?

- Can you tell me about a difficult situation you have dealt with?
- Can you describe a time when you had to adjust to change?
- Why should I hire you?
- Can you give me an example of the time you worked under pressure?

58. 50. Behavioral-based questions are best answered through the use of

Mark only one oval.

Proof stories

- Skill stories
- Result stories
- Personal stories
- 59. 51. Which of the following is NOT an unlawful interview question?

Mark only one oval.

- How old are you?
- Do you have any children?
- What is your religious affiliation
- How did you get along with a previous supervisor?
- 60. 52. What is typically NOT considered part of a job compensation package?

Mark only one oval.

🔵 Salary

- Incentive pay
- Funds to buy new things
- Educational reimbursement

61. 53. Who is the most important person to greet in a friendly and respectful manner?

Mark only one oval.

The receptionist

- The secretary
- The interviewer
- All of the above
- 62. 54. When answering interview questions it is important to:

Mark only one oval.

Be spe	ecific
--------	--------

- Be general
- Stretch the facts to look good
- Seize control of the interview whenever possible
- 63. 55. To whom should a presentation be aimed?

- Your best friend in the room
- The people in the closest rows
- The entire audience
- The highest authority in the room regardless of where they are

64. 56. Where should you look while presenting?

Mark only one oval.

- At the board -- that's where the audience is looking
- At your notes so you get the info correct
- In the eyes of random people in audience
- In the chin of the random people in the audience
- 65. 57. Why should you keep text to a minimum on slides?

Mark only one oval.

- So the focus in on you as the speaker
- To make your presentations longer
- So the pictures are easier to see
- To make sure your audience can read everything you tell them
- 66. 58. Your presentation should consist of title slide, _____, body, and _____.

- objects and summary
- opinions and paragraphs
- objectives and summary
- Options and pages

67. 59. Which of the following is not an easy to read font?

Mark only one oval.
Sego script
Calibri
Times new roman
Ariel

68. 60. You should have only ____ lines with ____ per line for each slide Mark only one oval.

7 by 8
7 by 7
8 by 7

69. 61. What is the last Rule of Thumb when creating an effective presentation?

Mark only one oval.

6 by 7

- Organise your information
- Spell check
- Keep it simple
- Minimise text on the presentation

70. 62. The three major elements of presentation do not include:

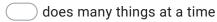
Mark only one oval.

____ a presentor

- an audience
- a specific content
- 🔵 visual aids
- 71. 63. 'Don't hold a grudge' is related to

Mark only one oval.

- ____ anger management
- time management
- conflict management
- 🔵 stress management
- 72. 64. Monochronic person is the person who



- does nothing
- ____ does everything at once
- 🔵 does one thing at a time

73. 65. You should work for _____ minutes and break for ____.

Mark only one oval.



74. 66. When he was younger, the narrator was known for his

Mark only one oval.

\square	\supset	wit	

- 🔵 warm heart
- _____ strength
- intelligence
- 75. 67. Which of the following is NOT true about the narrator?



- 📃 He is insane
- 🔵 He is nervous
- He has a mental disorder

76. 68. With which instrument does the narrator gouge out the black cat's eye?

Mark only one oval.

Scissors
Pen-knife
Folding-knife
Pocket-knife

77. 69. The narrator calls his disease

Mark only one oval.

- Anxiety
 Insanity
 Depression
- Alcohol
- 78. 70. What is the first act of violence the narrator commits on the cat?

Mark only one oval.

Hangs it

____ Burns it

- Shoots it
- Cuts it eye out

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