

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

Course Name - Business Communication - II

Course Code - HU401

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- 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

*Mark only one oval.*

- Roald Dahl
- Guy de Maupassant
- 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.*

- Allen
- Stephen
- Anton
- Not Mentioned

12. 4. Soft Skill is a skill which

*Mark only one oval.*

- Cannot be measured
- 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?

*Mark only one oval.*

- 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.*

1543

1743

1943

1843

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

*Mark only one oval.*

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.*

- Emotional stability
- 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
- Time management
- Creative thinking
- Technical

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

*Mark only one oval.*

- 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 \_\_\_\_\_.

*Mark only one oval.*

- 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

*Mark only one oval.*

- 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.*

- logic and reasoning
- 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.*

- not stop speaking
- 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

*Mark only one oval.*

- introduce the topic.
- 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.*

- define the topic
- relax
- 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

*Mark only one oval.*

- 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.*

- 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

*Mark only one oval.*

- 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?

*Mark only one oval.*

- 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 specific
- Be general
- Stretch the facts to look good
- Seize control of the interview whenever possible

63. 55. To whom should a presentation be aimed?

*Mark only one oval.*

- 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 \_\_\_\_\_.

*Mark only one oval.*

- 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.*

- Segoe 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
- 6 by 7

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

*Mark only one oval.*

- 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 presenter
- 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

*Mark only one oval.*

- does one thing at a time
- does many things at a time
- does nothing
- does everything at once

73. 65. You should work for \_\_ minutes and break for \_\_.

*Mark only one oval.*

30/40

52/17

60/60

1/60

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

*Mark only one oval.*

wit

warm heart

strength

intelligence

75. 67. Which of the following is NOT true about the narrator?

*Mark only one oval.*

He is compassionate

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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