

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

Course Name - –Business Communication-III

Course Code - HU401

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- 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 many things at a time
- 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.

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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