

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

Course Name - –Business Communication-III and Language Practice

Course Code - BBA(HU)401

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- 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. A Formal Letter is incomplete without which one of the following phrases?

Mark only one oval.

- With reference to
- Thank you
- Please look into this matter
- I would be obliged

11. 3. The Full Form of CV is

Mark only one oval.

- Curriculum Vitae
- Course Vision
- Carrom Vista
- Correct Value

12. 4. The name of the narrator in the short story 'The Black Cat' is

Mark only one oval.

- Allen
- Stephen
- Anton
- Not Mentioned

13. 5. Soft Skill is a skill which

Mark only one oval.

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

14. 6. In a CV, your educational qualification should be arranged in _____ order.

Mark only one oval.

- chronological
- random
- reverse chronological
- alphabetical

15. 7. During a presentation you should be aware of the _____ of the audience.

Mark only one oval.

- gender
- culture
- location
- all of them

16. 8. Which one of the following options is one of the characteristics of Soft Skill?

Mark only one oval.

- Instinctive
- Abstract
- Non-measurable
- All of the above

17. 9. If there is no specific set of predetermined questions, the interview is known as

Mark only one oval.

- Unstructured
- Structured
- Stress
- Formal

18. 10. Which of the following options is NOT a limitation of Interview?

Mark only one oval.

- Stereotyping
- Halo Effect
- Leniency
- Inter-personal Communication

19. 11. Which of the following options is one of the types of Interview?

Mark only one oval.

- Televisionic
- Telescopic
- Telephonic
- Telegraphic

20. 12. Which of the following skills is not judged during a Group Discussion?

Mark only one oval.

- Leadership Potential
- Inter-personal Communication
- Listening
- Writing

21. 13. Which of the interviews is taken for the candidates far away from the place of interview?

Mark only one oval.

- Lunch Interview
- Telephone Interview
- Stress Interview
- Structured Interview

22. 14. 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

23. 15. Interviews are conversations with _____.

Mark only one oval.

- Fun
- Purpose
- Friendliness
- Informality

24. 16. Which of these is not a type of interview?

Mark only one oval.

- Screening interview
- Stress interview
- Music interview
- Lunch interview

25. 17. Which of the following is NOT an example of Soft Skills?

Mark only one oval.

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

26. 18. In an interview, you must be

Mark only one oval.

- Punctual
- Prepared
- Confident
- All of them

27. 19. Which of the following is an example of Soft Skill?

Mark only one oval.

- Communication
- Computer proficiency
- Typing Speed
- Knowledge of English

28. 20. Résumé means

Mark only one oval.

- Summary
- Analysis
- Examples
- Professional Details

29. 21. In a CV, your name should be mentioned

Mark only one oval.

- on the top
- at the bottom
- in the middle
- in every page

30. 22. During a Group Discussion you should

Mark only one oval.

- talk all the time
- keep silent and listen to others
- be aggressive
- None of these

31. 23. EQ stands for

Mark only one oval.

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

32. 24. In an interview, you must NOT be

Mark only one oval.

- Punctual
- Prepared
- Confident
- Casual

33. 25. The synonym for sagacious is

Mark only one oval.

- wise
- unreliable
- revealing
- confused

34. 26. Why did the man kill the old man in The Tell Tale Heart?

Mark only one oval.

- For his gold
- Because the old man wronged him
- Because of his pale blue eye
- For some other reasons

35. 27. What did the man try to convince he was NOT in The Tell Tale Heart?

Mark only one oval.

- Mad
- Stupid
- Evil
- Reliable

36. 28. Where did the man put the old man's body parts after he killed him in The Tell Tale Heart?

Mark only one oval.

- Under the planks in the floor
- In the old man's garden
- In the old man's closet
- Behind the walls of his room

37. 29. How was the man feeling at the opening of the story The Tell Tale Heart?

Mark only one oval.

- Anxious
- Hungry
- Angry
- Confident

38. 30. Which of these are vital for any organization?

Mark only one oval.

- Debates
- Group discussions
- Speeches
- Arguments

39. 31. 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

40. 32. In a group discussion, the candidate should be _____.

Mark only one oval.

- Assertive
- Dominating
- Subjective
- Ignorant

41. 33. In a group discussion, one must communicate with _____.

Mark only one oval.

- Hostility
- Ignorance
- Knowledge
- Long sentences

42. 34. Which of the following is an example of a soft skill that allows a person to convey ideas and influence change?

Mark only one oval.

- Self-motivation
- Communication
- Technological proficiency
- Personal accountability

43. 35. Hard skills are _____ skills used to perform daily job functions.

Mark only one oval.

- Subtle
- Time management
- Creative thinking
- Technical

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

Mark only one oval.

- Teamwork
- Responsibility
- Respect
- Time Management

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

Mark only one oval.

- Analyzing
- Monitoring
- Budgeting
- Counselling

46. 38. Experiential learning is most beneficial to people who have a ____ learning style preference?

Mark only one oval.

- Visual
- Kinesthetic
- Auditory
- Casual

47. 39. 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

48. 40. Hard Skills are _____.

Mark only one oval.

- Non-tangible
- Specific
- Abstract
- Unspecified

49. 41. Problem Solving requires _____ skills.

Mark only one oval.

- Soft
- Hard
- Analytical
- Punctuality

50. 42. Flexibility means

Mark only one oval.

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

51. 43. 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.

52. 44. The first objective in a group discussion is to:

Mark only one oval.

- act as a self-appointed leader of the group
- create sub-groups
- catch the group's attention
- prove your superiority

53. 45. 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

54. 46. The left part of our brain controls:

Mark only one oval.

- logic and reasoning
- emotions
- creativity
- imagination

55. 47.If there are 8 persons in a GD, you should be the ___ turn for raising your points.

Mark only one oval.

1st

2nd

3rd

7th

56. 48. 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.

57. 49. In a Group Discussion, you MUST

Mark only one oval.

be confident

keep quiet.

speak more than required

be casual.

58. 50. 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.

59. 51. 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

60. 52. In a Group Discussion you should be aware of your

Mark only one oval.

- Non-verbal skill
- Soft skill
- Leadership skill
- All of these

61. 53. Group Discussions are conducted to test a candidate's

Mark only one oval.

- Communication skills
- Leadership skill
- Team management skill
- All of these

62. 54. 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

63. 55. 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

64. 56. 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

65. 57. In an interview you should wear

Mark only one oval.

- Casual
- Smart casual
- Party wear
- Formals

66. 58. 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

67. 59. 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

68. 60. The actual “business meeting” part of the interview takes place during the

Mark only one oval.

- resume review
- presentation of the company or position
- questions and answers
- closing

69. 61. 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

70. 62. 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

71. 63. Which type of interview questions are most meaningful to employers who want to assess how you will perform on the job?

Mark only one oval.

- Training questions
- Screening questions
- Behavioural questions
- All three

72. 64. Behavioral-based questions are best answered through the use of

Mark only one oval.

- Proof stories
- Skill stories
- Result stories
- Personal stories

73. 65. What are the three varieties of questions that can be asked by the candidate?

Mark only one oval.

- General
- Defining
- Enquiries
- All three

74. 66. 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

75. 67. The final activity in the interview process is

Mark only one oval.

- The handshake
- The negotiation
- The follow-up
- The thank you note

76. 68. When negotiating, what should be addressed first?

Mark only one oval.

- Vacation
- Salary
- Benefits
- Perks

77. 69. 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

78. 70. 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

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