

Online Assessment (Even Sem/Part-I/Part-II Examinations 2019 - 2020)

Course Name - Business Communication-III and Language Practice

Course Code - BCM(HU)401(BL)_BBA(HU)401(BL)

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Answer all the questions. Each question carry one mark.

9. 1.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

10. 2. Generally there are no more than _____ colors on one slide.

Mark only one oval.

1

2

3

4

11. 3. Which of the following options is NOT a part of Audience Analysis?

Mark only one oval.

Demography

Interest

Voice Modulation

Setting

12. 4. In an interview when you do not know an answer, you should:

Mark only one oval.

bluff

remain quiet

keep guessing

admit you do not know the answer

13. 5. Typing Speed is an example of

Mark only one oval.

- Soft Skill
- Hard Skill
- Communication Skill
- Presentation Skill

14. 6. 'Personal Bias' can be considered as one of the _____ of interview.

Mark only one oval.

- Limitations
- Advantages
- Strengths
- Benefits

15. 7. In which of the Interviews insults are common?

Mark only one oval.

- Structured
- Unstructured
- Stress
- Group

16. 8. Resume means

Mark only one oval.

- Summary
- Analysis
- Examples
- Professional Details

17. 9. Which of the following is not an example of Soft Skills?

Mark only one oval.

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

18. 10. The Tell-Tale Heart was published in

Mark only one oval.

- 1543
- 1743
- 1943
- 1843

19. 11. The name of the Old Man of the short story was _____.

Mark only one oval.

- Allan
- Mark
- Henry
- Not mentioned

20. 12. Stress interview refers to an interview which.

Mark only one oval.

- tests your ability to handle stress
- gives you stress
- asks you to cause stress
- None of these

21. 13. How was the man feeling at the opening of the story?

Mark only one oval.

- Anxious
- Hungry
- Angry
- Confident

22. 14. Which of these qualities are important in a Group Discussion?

Mark only one oval.

- Emotional stability
- Hostility
- Ignorance
- Aggressiveness

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

Mark only one oval.

- gender
- culture
- location
- all of them

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

Mark only one oval.

- Teamwork
- Responsibility
- Respect
- Time Management

25. 17. Which one of the following options cannot be considered as Key Soft Skills?

Mark only one oval.

- Leadership
- Communication
- Responsibility
- Intelligence

26. 18. Which one of the following options is NOT a category of EQ?

Mark only one oval.

- Self-awareness
- Self-regulation
- Motivation
- Sympathy

27. 19. Communication is an example of

Mark only one oval.

- Soft skill
- Hard skill
- Analytical skill
- Writing skill

28. 20. The left part of our brain controls

Mark only one oval.

- logic and reasoning
- emotions
- creativity
- imagination

29. 21. Soft Skill is a skill which

Mark only one oval.

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

30. 22. In Group Discussion, which of the followings may create bad impression?

Mark only one oval.

- Confidence
- Smartness
- Lack of knowledge
- Formal attire

31. 23. In an interview when you do not know an answer, you should:

Mark only one oval.

- bluff
- remain quiet
- keep guessing
- admit you do not know the answer

32. 24. The name of the narrator in the short story 'The Tell-Tale Heart' is

Mark only one oval.

- Allen
- Stephen
- Anton
- Not Mentioned

33. 25. Which of the following is NOT a standard interview question?

Mark only one oval.

- What are your weaknesses?
- What are your qualifications?
- What are your long-term goals?
- Can you tell me how you work under pressure?

34. 26. 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 your previous supervisor?

35. 27. Flexibility means

Mark only one oval.

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

36. 28. 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

37. 29. 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

38. 30. Why should you keep text to a minimum on slides?

Mark only one oval.

- So the focus is on you as the speaker
- To help make your presentation longer
- So the pictures are easier to see
- To make sure the audience can read everything you have to tell them

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