

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

Course Name - Business Communication III

Course Code - HU401(BL)

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Answer all the questions. Each question carry one mark.

9. 1. Time Out is related to

Mark only one oval.

- Anger Management
- Stress Management
- Time Management
- Home Management

10. 2. The name of the narrator in the short story 'The Black Cat' is

Mark only one oval.

- Allen
- Stephen
- Anton
- Not Mentioned

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

Mark only one oval.

- chronological
- random
- reverse chronological
- alphabetical

13. 5. Which one of the following options is one of the characteristics of Soft Skill?

Mark only one oval.

- Measurable
- Quantifiable
- Non-measurable
- Abstract

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

Mark only one oval.

- Limitations
- Advantages
- Strengths
- Benefits

15. 7. Which of the following options is one of the types of Interview?

Mark only one oval.

- Televisionic
- Telescopic
- Telephonic
- Telegraphic

16. 8. 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

17. 9. Which of these is not a type of interview?

Mark only one oval.

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

18. 10. Which of the following is NOT an example of Soft Skills?

Mark only one oval.

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

19. 11. Résumé means

Mark only one oval.

- Summary
- Analysis
- Examples
- Professional Details

20. 12. Why did the man kill his wife?

Mark only one oval.

- For her gold
- Because she wronged him
- Because of her blue eyes
- For some other reasons

21. 13. Where did the man put the wife's body parts after he killed him?

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

22. 14. Which of these are vital for any organization?

Mark only one oval.

- Debates
- Group discussions
- Speeches
- Arguments

23. 15. In a group discussion, the candidate should be _____

Mark only one oval.

- Assertive
- Dominating
- Subjective
- Ignorant

24. 16. 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

25. 17. Hard Skills are _____.

Mark only one oval.

- Non-tangible
- Specific
- Abstract
- Unspecified

26. 18. Problem Solving requires _____ skills

Mark only one oval.

- Soft
- Hard
- Analytical
- Punctuality

27. 19. Flexibility means

Mark only one oval.

- Willingness to change
- Willingness to adapt
- Willingness to compromise
- All of these

28. 20. 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

29. 21. In a Group Discussion, you MUST NOT

Mark only one oval.

- Maintain an accurate posture.
- Be natural
- Show over-confidence
- Be crisp and clear

30. 22. In a Group Discussion you should be aware of your

Mark only one oval.

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

31. 23. 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

32. 24. 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

33. 25. 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

34. 26. 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?

35. 27. 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
- 15 years
- 10 years
- 5 years

36. 28. Which of the following is NOT a behavioural-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 a time you worked under pressure?

37. 29. What are the three varieties of questions that can be asked by the candidate?

Mark only one oval.

- General
- Defining
- Controlling
- All of these

38. 30. What is typically NOT considered part of a job compensation package?

Mark only one oval.

- Salary
- Incentive pay
- Funds to pay taxes
- Educational reimbursement

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