



## BRAINWARE UNIVERSITY

Term End Examination 2021 - 22

Programme – Bachelor of Business Administration

Course Name – Business Communication-III and Language Practice

Course Code - BBA(HU)401

( Semester IV )

Time allotted : 1 Hrs.25 Min.

Full Marks : 70

[The figure in the margin indicates full marks.]

### Group-A

(Multiple Choice Type Question)

1 x 70=70

Choose the correct alternative from the following :

- (1) Time Out is related to
 

a) Anger Management	b) Stress Management
c) Time Management	d) Home Management
- (2) A Formal Letter is incomplete without which one of the following phrases?
 

a) With reference to	b) Thank you
c) Please look into this matter	d) I would be obliged
- (3) The Full Form of CV is
 

a) Curriculum Vitae	b) Course Vision
c) Carrom Vista	d) Correct Value
- (4) Which of the following options is NOT a part of Audience Analysis?
 

a) Demography	b) Interest
c) Voice Modulation	d) Setting
- (5) Soft Skill is a skill which
 

a) Cannot be measured	b) Can be measured
c) May not be measured	d) May be measured
- (6) In a CV, your educational qualification should be arranged in \_\_\_\_\_ order.
 

a) chronological	b) random
c) reverse chronological	d) alphabetical
- (7) Stress interview refers to an interview which
 

a) tests your ability to handle stress	b) gives you stress
c) asks you to cause stress	d) None of these
- (8) During a presentation you should be aware of the \_\_\_\_\_ of the audience.
 

a) gender	b) culture
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- c) location  
d) all of them
- (9) Which one of the following options is one of the characteristics of Soft Skill?  
a) Instinctive  
b) Abstract  
c) Non-measurable  
d) All of the above
- (10) Typing Speed is an example of  
a) Soft skill  
b) Hard Skill  
c) Communication Skill  
d) Presentation Skill
- (11) If there is no specific set of predetermined questions, the interview is known as  
a) Unstructured  
b) Structured  
c) Stress  
d) Formal
- (12) 'Personal Bias' can be considered as one of the \_\_\_\_\_ of interview.  
a) Limitations  
b) Advantages  
c) Strengths  
d) Benefits
- (13) Which of the following options is NOT a limitation of Interview?  
a) Stereotyping  
b) Halo Effect  
c) Leniency  
d) Inter-personal Communication
- (14) Which of the following options is one of the types of Interview?  
a) Televisionic  
b) Telescopic  
c) Telephonic  
d) Telegraphic
- (15) In which of the Interviews insults are common?  
a) Structured  
b) Unstructured  
c) Stress  
d) Group
- (16) Which of the following skills is not judged during a Group Discussion?  
a) Leadership Potential  
b) Inter-personal Communication  
c) Listening  
d) Writing
- (17) Which of the interviews is taken for the candidates far away from the place of interview?  
a) Lunch Interview  
b) Telephone Interview  
c) Stress Interview  
d) Structured Interview
- (18) In which of these, more than one candidate is interviewed?  
a) The behavioural interview  
b) The stress interview  
c) The group interview  
d) The audition
- (19) Interviews are conversations with \_\_\_\_\_.  
a) Fun  
b) Purpose  
c) Friendliness  
d) Informality
- (20) Which of these is not a type of interview?  
a) Screening interview  
b) Stress interview  
c) Music interview  
d) Lunch interview
- (21) Which of the following is NOT an example of Soft Skills?  
a) Time Management  
b) Anger Management  
c) Self-Motivation  
d) Accounting
- (22) In an interview, you must be  
a) Punctual  
b) Prepared  
c) Confident  
d) All of them
- (23) Which of the following is an example of Soft Skill?

- a) Communication  
c) Typing Speed
- (24) Résumé means  
a) Summary  
c) Examples
- (25) In a CV, your name should be mentioned  
a) on the top  
c) in the middle
- (26) During a Group Discussion you should  
a) talk all the time  
c) be aggressive
- (27) EQ stands for  
a) Emotional Quotient  
c) Entrepreneurial Quotient
- (28) In an interview, you must NOT be  
a) Punctual  
c) Confident
- (29) The synonym for sagacious is  
a) wise  
c) revealing
- (30) Which of these are vital for any organization?  
a) Debates  
c) Speeches
- (31) Which of these qualities are important in a Group Discussion?  
a) Emotional stability  
c) Ignorance
- (32) When is the worst time to break into a discussion in a Group Discussion?  
a) When everyone is silent  
c) When there is less time left
- (33) In a group discussion, the candidate should be \_\_\_\_\_.  
a) Assertive  
c) Subjective
- (34) In a group discussion, one must communicate with \_\_\_\_\_.  
a) Hostility  
c) Knowledge
- (35) Integrity is essential in all functions, but is it most crucial in?  
a) Leadership  
c) Management
- (36) Which of the following is an example of a soft skill that allows a person to convey ideas and influence change?  
a) Self-motivation  
c) Technological proficiency
- (37) Hard skills are \_\_\_\_\_ skills used to perform daily job functions.
- b) Computer proficiency  
d) Knowledge of English
- b) Analysis  
d) Professional Details
- b) at the bottom  
d) in every page
- b) keep silent and listen to others  
d) None of these
- b) Eligible Quotient  
d) Empathic Quotient
- b) Prepared  
d) Casual
- b) unreliable  
d) confused
- b) Group discussions  
d) Arguments
- b) Hostility  
d) Aggressiveness
- b) When one person is talking  
d) When two or three people are talking simultaneously
- b) Dominating  
d) Ignorant
- b) Ignorance  
d) Long sentences
- b) Supervision  
d) Compliance
- b) Communication  
d) Personal accountability

- a) Subtle  
c) Creative thinking
- b) Time management  
d) Technical
- (38) Collaborative and cooperative with co-workers; contribute to goals; these are examples of.....
- a) Teamwork  
c) Respect
- b) Responsibility  
d) Time Management
- (39) Which of these is a 'soft' skill?
- a) Analyzing  
c) Budgeting
- b) Monitoring  
d) Counselling
- (40) Experiential learning is most beneficial to people who have a \_\_\_\_\_ learning style preference?
- a) Visual  
c) Auditory
- b) Kinesthetic  
d) Casual
- (41) When planning the running order for a meeting it is generally best to put the big important items \_\_\_\_\_.
- a) First  
c) In the middle
- b) Last  
d) Second to last
- (42) Hard Skills are \_\_\_\_\_.
- a) Non-tangible  
c) Abstract
- b) Specific  
d) Unspecified
- (43) Which one of the following options cannot be considered as Key Soft Skills?
- a) Leadership  
c) Responsibility
- b) Communication  
d) Intelligence
- (44) Problem Solving requires \_\_\_\_\_ skills.
- a) Soft  
c) Analytical
- b) Hard  
d) Punctuality
- (45) Which one of the following options is NOT a category of EQ?
- a) Self-awareness  
c) Motivation
- b) Self-regulation  
d) Sympathy
- (46) Flexibility means
- a) Willingness to change  
c) Willingness to compromise
- b) Willingness to adapt  
d) All of the above
- (47) Communication is an example of
- a) Soft skill  
c) Analytical skill
- b) Hard skill  
d) Writing skill
- (48) Which of the following statements is true?
- a) Topics related to ethical issues are not good for group discussions.  
c) Topics related to ethics generally are good for group discussions.
- b) Topics with clear right and wrong answers are excellent for group discussions.  
d) It is best to avoid topics that are controversial when picking group discussion topics.
- (49) The first objective in a group discussion is to:
- a) act as a self-appointed leader of the group  
c) catch the group's attention
- b) create sub-groups  
d) prove your superiority
- (50) The group discussion evaluates the candidate's ability to:
- a) lead others
- b) confer with others on a given subject

- c) control others  
d) argue with others
- (51) The left part of our brain controls:  
a) logic and reasoning  
b) emotions  
c) creativity  
d) imagination
- (52) If there are 8 persons in a GD, you should be the \_\_\_ turn for raising your points.  
a) 1st  
b) 2nd  
c) 3rd  
d) 7th
- (53) Once you get your chance to speak in a group discussion, \_\_\_\_\_  
a) don't speak.  
b) speak hastily and draw the conclusion  
c) listen to others carefully.  
d) speak slowly and with authority.
- (54) In a Group Discussion you MUST NOT  
a) maintain an accurate posture  
b) be natural  
c) show overconfidence  
d) be crisp and clear
- (55) In a Group Discussion, you MUST  
a) be confident  
b) keep quiet.  
c) speak more than required  
d) be casual.
- (56) People speaking afterward in a Group Discussion should  
a) not stop speaking  
b) refute others.  
c) be aggressive.  
d) try to build upon the points given by others.
- (57) If you manage to go second or third in a Group Discussion  
a) introduce the topic.  
b) paraphrase the explanation of the topic.  
c) draw the conclusion  
d) argue
- (58) In a Group Discussion you should be aware of your  
a) Non-verbal skill  
b) Soft skill  
c) Leadership skill  
d) All of these
- (59) In Group Discussion, which of the followings may create bad impression?  
a) Confidence  
b) Smartness  
c) Lack of knowledge  
d) Formal Attire
- (60) Group Discussions are conducted to test a candidate's  
a) Communication skills  
b) Leadership skill  
c) Team management skill  
d) All of these
- (61) In the time given before the start of Group Discussion, you MUST NOT  
a) define the topic  
b) relax  
c) write 2-3 pros and cons  
d) give a 3 point structure to the discussion
- (62) If you are able to start a group discussion  
a) Introduce the topic  
b) Just greet people and pass on  
c) Try to stop others to speak  
d) Stand up and start speaking
- (63) If you don't know the answer to a question raised in a Group Discussion  
a) bluff  
b) remain quiet  
c) keep guessing  
d) admit you do not know the answer
- (64) In an interview you should wear  
a) Casual  
b) Smart casual  
c) Party wear  
d) Formals
- (65) Which of the following stages of an interview should take the longest time to complete?

- a) Resume review
  - b) Questions and answers
  - c) Greeting/small talk
  - d) Presentation of company/position
- (66) The purpose of the small talk stage of an interview is to
- a) form a first impression in the mind of the interviewer
  - b) form a first impression in the mind of the interviewee
  - c) help the candidate feel at ease with the interview setting
  - d) All three
- (67) The actual “business meeting” part of the interview takes place during the
- a) resume review
  - b) presentation of the company or position
  - c) questions and answers
  - d) closing
- (68) Which of the following is NOT a standard interview question?
- a) What are your weaknesses?
  - b) What are your long-term weaknesses
  - c) What are your qualifications?
  - d) Can you tell me how you work under pressure?
- (69) How should you handle a question about your weaknesses?
- a) Use humor
  - b) Mention whatever comes to your mind
  - c) Mention a weakness then say something positive
  - d) Tell the interviewer that you don't have any
- (70) Generally, when asked about long-term goals, candidates should talk about where they want to be professionally in how many years?
- a) 3 years
  - b) 5 years
  - c) 15 years
  - d) 10 years