

What is the primary objective of a Group Discussion?

- To argue and prove one's point
- To assess teamwork, communication, and problem-solving skills
- To impress the moderator with knowledge
- To dominate the discussion

Which of the following is a 'Don't' in a GD?

- Interrupting others frequently
- Active participation
- Maintaining eye contact
- Giving relevant examples

Group cohesiveness refers to:

- The willingness of group members to work together
- The speed at which decisions are made
- The number of members in a group
- The competition between members

Which of these is an example of effective body language in GD?

- Crossing arms and leaning back
- Maintaining steady eye contact
- Speaking aggressively
- Interrupting frequently

What is 'Groupthink' in a GD?

- A creative way of brainstorming ideas
- When a group makes poor decisions due to the pressure to conform
- A type of leadership style
- The ability of the group to solve conflicts

What is the first thing you should do in a personal interview?

- Start answering questions immediately
- Greet the interviewer professionally
- Sit without greeting
- Ask about the salary

Why is effective listening important in an interview?

- To impress the interviewer with silence
- To understand and respond correctly
- To fill gaps in the conversation
- To give longer answers

What is the best way to showcase behavioral competence in an interview?

- By memorizing answers
- By demonstrating problem-solving skills
- By focusing only on technical knowledge
- By answering in short 'yes' or 'no'

Which of the following is an important aspect of closing a conversation in an interview?

- Asking about salary immediately
- Saying "Okay, thanks" and leaving
- Expressing gratitude and summarizing key points
- Avoiding eye contact

The STAR method in interviews is used for:

- Evaluating technical skills
- Structuring answers to behavioural questions
- Writing a resume
- Dressing appropriately

What is the key advantage of a video resume?

- It replaces the need for interviews
- It allows showcasing personality and communication skills
- It eliminates the need for a cover letter
- It is used only in creative industries

Which of the following is a crucial element of a video resume?

- Professional attire and clear communication
- Background music and animations
- Casual dress and informal tone
- Extensive technical jargon

What is the ideal length of a video resume?

- 10-15 minutes
- 1-2 minutes
- 5-7 minutes
- No specific limit

Why should a video resume be renamed before sharing?

- To make it appear professional and organized
- To add a personal touch
- To use a catchy title
- It is not necessary

What is the best platform to share a video resume?

- Through email with a Drive link
- On social media
- Uploading to a public YouTube channel
- Sending it as a WhatsApp video

What is the purpose of using 'CC' in an email?

- To send a hidden copy
- To send a copy to additional recipients who need to be informed
- To mark the email as confidential

To make the email look more professional

Which of the following is a bad practice in email writing?

- Using a clear subject line
- Writing in all capital letters
- Keeping the email concise
- Using proper salutations

When should you use 'Reply to All' instead of 'Reply'?

- When the response is relevant to all recipients
- When replying to a private query
- Always, by default
- Never

Which of the following is an essential element of a professional email signature?

- A formal closing and contact details
- A quote from a famous person
- Emojis and GIFs
- Only the sender's first name

What is the best way to send an important document via email?

- As a screenshot in the email body
- As an attachment with a proper file name
- By pasting the entire text in the email body
- Without renaming the document

In a Group Discussion, which of the following helps in maintaining effective group cohesiveness?

- Avoiding conflicts at all costs
- Encouraging diverse opinions and constructive criticism
- Allowing only the leader to speak
- Dominating the discussion to keep it on track

What is the primary purpose of the STAR method during interviews?

- To showcase technical skills
- To provide structured responses to behavioral questions
- To demonstrate soft skills only
- To summarize resume achievements

When preparing for a personal interview, how should you handle unexpected questions?

- Ignore the question and move on
- Respond immediately without thinking
- Take a moment to think, then answer thoughtfully
- Refuse to answer the question

In a video resume, how should you position the camera?

Below eye level to create a casual look
Directly at eye level for a professional and engaging appearance
Above head level for a powerful stance
Angle it to show only your hands

What is an important element of body language during a Group Discussion?

Speaking loudly to be heard
Avoiding eye contact to appear neutral
Using open gestures and maintaining eye contact
Crossing arms to show confidence

What should you avoid when drafting a formal email for an internship application?

Including your resume as an attachment
Writing a clear subject line
Using informal language and emojis
Using a polite closing phrase

Which of these is the best practice when writing a professional email?

Using a casual tone to build rapport
Keeping the email content brief and to the point
Including personal anecdotes
Using humour to engage the reader

What is the key to creating a successful subject line in a professional email?

Using catchy phrases
Keeping it concise and to the point
Making it as long as possible for clarity
Adding personal jokes to grab attention

What is a common mistake to avoid when preparing a video resume?

Ensuring good lighting and clear audio
Overloading the video with technical jargon
Dressing in formal attire
Keeping the video under 2 minutes

When participating in a Group Discussion, what should you do if you disagree with another participant's viewpoint?

Interrupt them immediately to correct them
Wait for your turn, then express your viewpoint respectfully
Ignore their opinion completely
Criticize their opinion without explanation

What is the recommended way to handle distractions during a video interview or video resume?

Ignore them and continue
Acknowledge them and try to minimize them quickly
Get frustrated and stop
Make the distraction part of the video

How should you greet the interviewer at the beginning of an interview?

"Hello, how are you?"

"Good morning/afternoon, it's a pleasure to meet you"

"Hey, I'm here!"

"I hope you remember me from our last meeting"

Which of the following is the most appropriate closing statement in a professional email?

"Thanks, and best regards"

"Later, buddy"

"See you around"

"Have a good day, hope you like my email"

What is the first thing you should do when you receive a Group Discussion topic?

Start talking immediately without planning

Think for a moment and organize your thoughts before speaking

Wait for others to speak first

Disagree with the first speaker to make an impression

In a professional email, how should you refer to the recipient if you don't know their name?

"Dear Sir/Madam"

"Hey!"

"To whom it may concern"

"Hello there"

What is the importance of using 'BCC' in email communication?

To hide the recipients' email addresses from each other

To add a personal message

To make the email sound more formal

To ensure the email is confidential

What is one of the most effective ways to build rapport during an interview?

Talking about your personal life in detail

Asking the interviewer about their background

Listening attentively, engaging with responses, and maintaining professionalism

Telling jokes to ease the tension

How should you handle a situation where you are asked an unexpected or difficult question during an interview?

Immediately respond without hesitation

Take a moment to think and gather your thoughts before answering

Ignore the question and change the subject

Ask the interviewer to explain the question further

What should you do if you are asked to submit a video resume for a job application?

Skip the requirement if you are not comfortable
Create a brief, clear, and professional video introducing yourself and your qualifications
Record a long video detailing your personal life
Use informal language to make the video more relatable

What is the best practice for attaching documents in a professional email?

Attach the document without renaming it
Rename the document clearly and make sure it's attached properly
Use multiple attachments with unclear names
Attach the document only if asked

I feel more confident participating in group discussions.

Strongly Agree
Agree
Neutral
Disagree
Strongly Disagree

I understand the importance of non-verbal cues in group discussions.

Strongly Agree
Agree
Neutral
Disagree
Strongly Disagree

I can structure my responses effectively during a GD.

Strongly Agree
Agree
Neutral
Disagree
Strongly Disagree

I feel well-prepared for personal interviews.

Strongly Agree
Agree
Neutral
Disagree
Strongly Disagree

I understand how to use the STAR method to answer interview questions.

Strongly Agree
Agree
Neutral
Disagree
Strongly Disagree

I know how to greet, communicate, and close an interview effectively.

Strongly Agree

Agree
Neutral
Disagree
Strongly Disagree

I feel confident creating and recording a video resume.

Strongly Agree
Agree
Neutral
Disagree
Strongly Disagree

I understand how to customize my video resume for different job roles.

Strongly Agree
Agree
Neutral
Disagree
Strongly Disagree

I am aware of proper camera placement and audio quality for a video resume.

Strongly Agree
Agree
Neutral
Disagree
Strongly Disagree

I can write professional emails with correct formatting and etiquette.

Strongly Agree
Agree
Neutral
Disagree
Strongly Disagree

I understand when to use 'CC' and 'BCC' in an email.

Strongly Agree
Agree
Neutral
Disagree
Strongly Disagree

I feel confident in drafting business email replies professionally.

Strongly Agree
Agree
Neutral
Disagree
Strongly Disagree

I am comfortable using 'Reply' and 'Reply to All' appropriately in emails.

Strongly Agree
Agree
Neutral
Disagree
Strongly Disagree

I understand the importance of renaming attachments before sending.

Strongly Agree
Agree
Neutral
Disagree
Strongly Disagree

I can write effective request and reminder emails.

Strongly Agree
Agree
Neutral
Disagree
Strongly Disagree