



You completed this test on *04/03/2023, 23:06*  
Your score is 75.00%

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CORRECT

**Public Speaking Skill**

The messages usually non-verbal sent from a listener to a speaker are called

Prompts

Cues

✓ **Feedback**

---

CORRECT

**Public Speaking Skill**

To improve your listening, you should think of listening as a passive process

True

✓ **False**

---

CORRECT

### Public Speaking Skill

During which part of the speech is the speaker's main points and sub points are discussed?

✓ **Body**

Words

Proofs

Pathos

---

CORRECT

### Public Speaking Skill

The \_\_\_\_\_ is what a speaker wants the audience to remember after it has forgotten everything else in a speech.

Attention statement

Concluding statement

✓ ***Residual message***

General purpose

---

CORRECT

## Public Speaking Skill

What elements of speech delivery are to be considered with regards to presenting your first speech?

Gestures, Starting Your Speech

Eye contact, Voice

Dealing with Nerves

✓ ***Starting Your Speech, Gestures, Eye Contact, Voice, Dealing with Nerves***

---

CORRECT

## Public Speaking Skill

What steps should you take when rehearsing your first speech?

Practice a great deal

Ask your friends and family to listen and give you constructive feedback

Rehearse out loud

Time your speech to be certain it is neither too short nor too long

✓ ***All of the above***

---

CORRECT

### Public Speaking Skill

Identify the flaw in the following central idea for a speech: "Something should be done about global warming."

It's too impersonal

It's too trivial.

✓ ***It's too vague***

It's too persuasive

---

CORRECT

### Public Speaking Skill

The \_\_\_\_\_ is a single infinitive phrase that states precisely what a speaker hopes to accomplish in her or his speech

Introductory statement

General purpose statement

✓ ***Specific purpose statement***

Central idea

---

INCORRECT

## Public Speaking Skill

Which one of the following is the best way to prevent excessive stage fright?

Experience

✗ *self-confidence*

A sense of humor

**Preparation**

---

CORRECT

## Public Speaking Skill

The most effective order of the main points in a speech depends on your

Assignment, Credibility, and Research

✓ ***Topic, Purpose, and Audience***

Conclusion, Reasoning, and Background

Supporting Materials, Connectives, and Introduction

---

CORRECT

## Public Speaking Skill

Listening to understand the message of a speaker is called \_\_\_\_\_ listening.

✓ ***Comprehensive***

Sympathetic

Critical

---

CORRECT

## Public Speaking Skill

During \_\_ the speaker must get the audience's attention, indicates the purpose and thesis, establish credibility and preview the main points

Ending

✓ ***Introduction***

---

CORRECT

## Public Speaking Skill

When you want to change or structure the attitudes of your audience, your general purpose is to \_\_\_\_\_.

Entertain

Inform

✓ ***Persuade***

---

INCORRECT

## Public Speaking Skill

All of the following are the ways to eliminate excess nervous energy during a speech EXCEPT:

**Grip the lectern**

✗ *Walk to right and left occasionally—a few steps at a time*

Make gestures

Use visual aids.

---

CORRECT

## Public Speaking Skill

Which of the following is recommended as a way to help you deal with nervousness in your speeches?

Tell the audience how nervous you get when speaking

✓ ***Work especially hard on your speech introduction***

Be prepared to fail in your first few speeches

All of the above

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INCORRECT

## Email Writing

The subject line should be

In All Caps

Inclusive of special characters to make it appear distinct

**Short and precise**

✗ *All of the above*

---

INCORRECT

## Email Writing

Suggest the best possible subject lines for the following mail bodies:

*The Board of Trustees would like to meet the employees of this department to discuss any suggestions in changing the procedures in professional development.*

Come one come all to give suggestions

✗ *Board of Trustees Meeting*

All employees be ready with suggestions

**Professional Development Suggestions**

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CORRECT

### Email Writing

We should use nick name of the recipients for the personalization of our email

✓ **False**

True

---

CORRECT

### Email Writing

You should make use of a lot jokes and humour in the mail body to liven up professional emails and help employees relate to each other more

True

✓ **False**

---

INCORRECT

### Email Writing

How should email be considered somewhat like a phone call?

You should know your emails are private

The tone should be informal and comfortable

**You should return your emails in due time as you would return calls**

✗ *All of the above*

---

CORRECT

### Email Writing

If you don't want to type your name at the end of every email you send, what you can you do instead?

Include "from" information in the subject line so you can save the time of "signing" the email

✓ ***Create a signature that will be attached to every email you send***

Only sign emails to business associates, but you can exclude this step with friends and family

Don't sign at all. People know who the email is from thanks to your return email address

---

CORRECT

### Email Writing

Suggest the best possible subject lines for the following mail bodies:

It has been brought to our attention that our department has received the most recognition in the last quarter. Congratulations to one and all for the hard work and efforts that they have put in to make it happen. Together we are making a greater difference and being recognised for it.

Cheers!

✓ ***Congratulations one and all!***

Kudos to all for the hard work they have done in the last quarter

Recognizing all!

CONGRATULATIONS!!!!!!

---

INCORRECT

### **Email Writing**

You should use colourful fonts to make your e-mail look more appealing

✗ *True*

**False**

---

CORRECT

### **Email Writing**

How emails can be proven useful in business environment?

Exchanging information

Proves useful in record keeping

Giving instructions

✓ ***All of the above***

---

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CORRECT

### Email Writing

Which of the following should not be used as a sign-off:

- A. Yours Truly
- B. Yours Sincerely
- C. Thanks and Regards
- D. Yours faithfully
- E. Cheers and Regards

✓ **A, B, D**

A, B, C, D, E

A, B, C, D

All of the above

---

INCORRECT

### Email Writing

Suggest the best possible subject lines for the following mail bodies:

Our department has received an excessive amount of inquiries about the posting of the Staff Clerk position. I feel we should create a committee to set up the interview questions that we feel are needed to ensure the position will be filled with the best candidate.

Address the enquiries

✗ *Required- set up interview committee*

## Devising New Interview Committee

Position to be filled- Staff Clerk

---

CORRECT

### Email Writing

Rearrange the following jumbled phrases to draft a meaningful E-mail:

- 1.I went through the document and felt that chapter 2 needs more specific information about our sales figures.
- 2.Let me know if in case you have any queries and want to discuss it further in details.
- 3.Also, please compare the turnover from last year with the one from this year.
- 4.Thanks for sending that report last week.
- 5.Thanks and Regards
- 6.Request you to please amend the changes discussed and share the report with me by EOD.

**The correct sequence should be?**

4, 6, 1, 3, 2,5

1, 6, 3, 4, 2, 5

1, 3, 4, 6, 2, 5

✓ **4, 1, 3, 6, 2, 5**

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INCORRECT

### Reading Comprehension

Political education has many connotations. It may be defined as the preparation of a citizen to take well informed, responsible and sustained action for participation in the national struggle in order to achieve the socio-economic objectives of the country. The predominant socio- economic objectives in India are the abolition of poverty and the creation of a modern democratic, secular and socialist society in place of the present traditional, feudal, hierarchical and in egalitarian one.

Under the colonial rule, the Congress leaders argued that political education was an important part of education and refused to accept the official view that education and politics should not be mixed with one another. But when they came to power in 1947 they almost adopted the British policy and began to talk of education being defiled by politics. 'Hands off education' was the call to political parties. But in spite of it, political infiltration into the educational system has greatly increased in the sense that different political parties vie with each other to capture the mind of teachers and students. The wise academicians wanted political support, without political interference. What we have actually received is infinite political interference with little genuine political support. This interference with the educational system by political parties for their own ulterior motives is no political education at all and with the all-round growth of elitism, it is hardly a matter for surprise that real political education within the school system (which really means the creation of a commitment to social transformation) has been even weaker than in the pre-independence period.

During that time only, the struggle for freedom came to an end and the major non- formal agency of political education disappeared. The press played a major role by providing some political education. But it did not utilize the opportunity to the full and the strangle hold of vested interests continued to dominate it. The same can be said of political parties as well as of other institutions and agencies outside the school system which can be expected to provide political education. After analysing all these things, it appears that we have made no progress in genuine political education in the post-independence period and have even slid back in some respects. For instance, the education system has become even more elite-oriented. Patriotism has become the first casualty. The father of the nation gave us the courage to oppose government when it was wrong, in a disciplined fashion and on basic principles. Today, we have even lost the courage to fight on basic issues in a disciplined manner because agitational and anarchic politics for individual, group or party aggrandizement has become common. In the recent times the education system continues to support domination of the privileged groups and domestication of the under- privileged ones. The situation will not change unless we take vigorous steps to provide

genuine political education on an adequate scale. This is one of the major educational reforms we need, and if it is not carried out, mere linear expansion of the existing system of formal education will only support the status quo and hamper radical social transformation.

**Q. Based on the passage, which is the major drawback of the present education system?**

✗ *It is based on the British model of education.*

**The present education system promotes the domination of the privileged few.**

It is highly hierarchical and egalitarian in nature

The education system mainly represents the oppressed sections of the society.

---

CORRECT

**Grammar**

**Reading Comprehension**

Political education has many connotations. It may be defined as the preparation of a citizen to take well informed, responsible and sustained action for participation in the national struggle in order to achieve the socio-economic objectives of the country. The predominant socio- economic objectives in India are the abolition of poverty and the creation of a modern democratic, secular and socialist society in place of the present traditional, feudal, hierarchical and in egalitarian one.

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**Q. According to the passage, what should be the main purpose of political education?**

To prepare the young generation with high intellectual acumen.

To bring qualitative change in the entire education system

To champion the cause of elitism

✓ ***To create an egalitarian society***



CORRECT

## Grammar

### Reading Comprehension

Political education has many connotations. It may be defined as the preparation of a citizen to take well informed, responsible and sustained action for participation in the national struggle in order to achieve the socio-economic objectives of the country. The predominant socio- economic objectives in India are the abolition of poverty and the creation of a modern democratic, secular and socialist society in place of the present traditional, feudal, hierarchical and in egalitarian one.

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**Q.Which word is nearly opposite in meaning as “defile” as used in the passage?**

forgery

Disparage

✓ ***sanctify***

degenerate

---

CORRECT

**Grammar**

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**Q.Which is the most opposite in meaning to the word 'hamper' as used in the passage?**

envision

✓ ***foster***

initiate

Accelerate

---

INCORRECT

### Grammar

One in five students \_\_\_\_ choosing to attend the university.

**Option 2: regrets**

✗ *Option 1: regret*

---

CORRECT

### Grammar

Neither the client nor the practitioner \_\_\_\_ any concerns about filing the tax return by the due date.

✓ ***Option 1: has***

Option 2: have

---

CORRECT

### Grammar

\_\_\_\_ engaged in as competition \_\_\_\_ as recreation, water-skiing is an exhilarating outdoor sport.

No sooner / than

✓ **Whether / or**

Hardly / when

The more / the less

Unless / and

---

CORRECT

### Grammar

In the sentence provided a part of the sentence is underlined. Beneath the sentence, four/five different ways of paraphrasing the underlined part are indicated. Choose the best alternative amongst the four/five.

The best way to promote creative thinking is not to promise monetary rewards for ideas, but to ensure that the person making the suggestion receives recognition for his contribution.

but rather by ensuring that the person making the suggestion receives recognition for his contribution.

✓ ***but to ensure that the person making the suggestion receives recognition for his contribution.***

but to ensure that the person who makes the suggestion will be receiving recognition for his contribution.

but rather ensure that suggestion-maker receives recognition for his contribution.

but instead make sure that the suggestion-maker will receive recognition.

---

CORRECT

### Grammar

Each of the songs were great and the choice for the best one among all three was very difficult indeed.

were great and choosing the best one among the three was very difficult indeed.

were great and choosing the best one between the three was very difficult indeed.

was great and choosing the best one between the three was very difficult indeed.

✓ ***was great and choosing the best one among the three was very difficult indeed.***

---

CORRECT

### Grammar

Every qualified associate in any of the firm's offices, plus many accountants from the outside, \_\_\_ the opportunity to apply for the open manager's position.

✓ ***Option 1: has***

Option 2: have

---

CORRECT

### Grammar

The spot where Vicki's new house is located is ---- that all her friends and relatives want to visit her.

such a picturesque

the most picturesque

as picturesque

more picturesque than

✓ ***so picturesque***

---

CORRECT

### Grammar

\_\_\_ the great diversity in social behavior and habits between different types of ants, most of them have the same basic physical structure.

Regardless

Even though

Besides

As if

✓ ***Despite***

---

INCORRECT

### Grammar

In the sentence provided a part of the sentence is underlined. Beneath the sentence, four/five different ways of paraphrasing the underlined part are indicated. Choose the best alternative amongst the four/five.

The information presented in the most recent reports indicate that turbulent times lie ahead for those who have invested only in Blue Chip stocks.

**indicates that turbulent times lie ahead for those who have invested only in Blue Chip stocks.**

indicates that turbulent times are laying ahead for those who have invested only in Blue Chip stocks.

indicate that turbulent times are laying ahead for those who have invested only in Blue Chip stocks.

✗ *indicate that turbulent times lie ahead for those who have invested only in Blue Chip stocks.*

indicate that turbulent times should lie ahead for those who have invested only in Blue Chip stocks.

---

CORRECT

### Grammar

In the sentence provided a part of the sentence is underlined. Beneath the sentence, four/five different ways of paraphrasing the underlined part are indicated. Choose the best alternative amongst the four/five

The board of directors requires that these reports should be submitted before the end of the current quarter.

for these reports to be submitted

that these reports should be submitted

✓ ***that these reports be submitted***

these reports submission

these reports should be submitted

---

INCORRECT

### Voice and Accent

Identify the schwa existence in these words



A. Photography

B Photography

C Photography

D Photography

D

A

B

✗ C

---

CORRECT

### Voice and Accent

Pick the correct pronunciation for Archery

A. Arc-hary

B. Ar-chery

C. Arc-kery

D. Aa-kery

A

✓ **B**

C

D

---

INCORRECT

### Voice and Accent

Identify the schwa existence in these words

A Duplicate

B Duplicate

C Duplicate

D Duplicate

C

✗ *D*

**A**

B

---

CORRECT

### Voice and Accent

Pick the correct pronunciation for Wednesday

A.Wed-nes-day

B.Weds-day

C.Wedi-nes-day

**D.Wens-day**

A

B

C

✓ **D**

---

CORRECT

### Voice and Accent

Pick the correct pronunciation for Asthma

A. Aas-the-ma

B. As-tha-ma

C. Azz-ma

D. Azz-th-ma

A

B

✓ **C**

D

---

INCORRECT

### Voice and Accent

What is the soft pronunciation of G

A. स

B. ज

C. क

D. ग

A

✗ B

C

**D**

---

CORRECT

### Voice and Accent

Find the word with a silent letter

Fervid

Arctic

✓ ***Mortgage***

Abliet

---

CORRECT

### Voice and Accent

Identify the schwa existence in these words

A Penns**yl**vania

B Penns**yl**vania

C Pennsylv**an**ia

D Pennsylv**an**ia

✓ **A**

B

C

D

---

CORRECT

### Voice and Accent

Pick the correct pronunciation for Dichotomy

Digi-tomy

✓ ***Dai-ko-tmy***

Di-cho-tomy

Dai-cho-tomy

---

INCORRECT

Identify the schwa existence in these words

A · **A**bout

B · Ab**o**ut

C · Abou**t**

D · **A**bout

D

✗ C

B

A

---

CORRECT

### Voice and Accent

Identify the schwa existence in these words

A Syringe

B Syringe

C Syringe

D Syringe

D

C

✓ A

B

---

CORRECT

### Voice and Accent

What is the hard pronunciation of C

ज

क

✓ स

ग

---

CORRECT

### Voice and Accent

Pick the correct pronunciation for Albiet

Al-bee-t

Al-bay

Al-bet

✓ ***Al-be-it***

---

CORRECT

### Voice and Accent

Choose the word which does not have any silent letters

Chemical

✓ ***Beguile***

Gnarl

Handkerchief

---



---

CORRECT

## Voice and Accent

Pick the correct pronunciation for Stingy

Stin-gay

✓ ***Stin-jee***

Stin-guy

---

Passed. Let's continue.

