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QuestionAnswerBankon

SOFT SKILLS-II
B.C.A-IVSEMESTER

Compiledby
Faculty

UNITI

Longanswerquestions:

1. **What is report?What are the salient features of a report?(any 6points)**

   A report is a formal communication written for a specific purpose. It includes adescription of procedures followed for collection and analysis of data, theirsignificance,the conclusionsdrawnfromthemandrecommendationsifrequired.

   SalientFeaturesare:
   1. **Title:** Clearly indicates the topic or purpose of the report.
   2. **Introduction:** Provides background information and sets the context for the report.
   3. **Objective or Purpose:** Clearly states the aim or goal of the report.
   4. **Methodology:** Describes the methods and procedures used in gathering information or conducting research.
   5. **Findings/Results:** Presents the main information or data discovered during the investigation.
   6. **Analysis:** Interprets and discusses the findings, providing insights and drawing conclusions.
   7. **Recommendations:** Offers suggestions or proposed actions based on the analysis.
   8. **Conclusion:** Summarizes the key points and wraps up the report.
   9. **Executive Summary:** A brief overview of the report for quick understanding.
   10. **Appendix:** Includes additional supporting materials, charts, graphs, or data.
   11. **References:** Lists the sources and references used in the report.
   12. **Clear Structure:** Organized in a logical and sequential manner for easy comprehension.
   13. **Conciseness:** Presents information in a clear and concise manner, avoiding unnecessary details.
   14. **Professional Tone:** Maintains a formal and objective writing style suitable for the intended audience.
   15. **Visuals:** Incorporates relevant visuals like charts or graphs to enhance understanding.

2. **What are the objectives of the report?**
   - Toupdatetheprogress
   - Toproduceresultinwritten forms
   - Toguidetheorganization tocorrectpath
   - Tospreadinformation
   - Toprovidewithcrossfertilizationofideas
   - Toevaluate andcomparetheprogress
   - Torecord findingsandrecommendaction
   - Tocreateawareness

3. What are the differences between Report Writing and Literary writing?

Aspect	Report Writing	Literary Writing
Purpose	Conveys information, presents facts, and analysis for a specific purpose.	Expresses creativity, emotions, and imaginative ideas.
Audience	Often targeted at a specific audience seeking information or analysis.	Appeals to a broader or diverse audience interested in literature.
Style	Formal, objective, and factual.	Varied styles, including descriptive, poetic, or narrative.
Tone	Objective and professional.	Subjective, personal, and may involve emotional elements.
Language	Clear, concise, and technical.	Rich in figurative language, metaphors, and symbolism.

4. What are the advantages and disadvantages of telephonic interviews?

Aspect	Advantages	Disadvantages
Convenience	Convenient for both interviewer and interviewee.	Limited non-verbal cues, missing visual context.
	No travel required, saving time and resources.	Potential for distractions on both ends.
Cost-Efficiency	Reduces costs associated with travel and logistics.	May not convey the same level of professionalism.
Efficiency	Quick and easy to set up, reducing lead time.	Technical issues (e.g., poor connection,
	Scheduling flexibility for global interviews.	dropped calls) can disrupt the process.
Recording	Easier to record and review interviews.	Limited ability to capture non-verbal cues and
		body language.
Cost of Technology	Lower cost compared to in-person interviews.	Initial setup costs for technology and equipment.

5.   What is the personal interview?
A personal interview is a face-to-face interaction between an interviewer and an interviewee, typically conducted to assess qualifications, skills, and suitability for a job or other purposes. Here are some simple points about personal interviews:
Definition: A meeting between an interviewer and interviewee for a conversation and evaluation.
Purpose: To assess the candidate's qualifications, skills, experience, and suitability for a specific role or purpose.
Format: In-person discussion where questions are asked, and responses are provided verbally.
Interaction: Direct and immediate interaction, allowing for non-verbal cues and body language observations.
Components: May include general questions, technical assessments, and situational inquiries.

6.   What is observation? What are the cautions during observation?
Observation is the process of carefully watching and noting behaviors, events, or phenomena to gather information or gain understanding.
The cautions during observations are:

Objectivity: Strive to remain unbiased and objective while observing.
Ethical Considerations: Respect privacy and confidentiality of individuals being observed.
Interpretation: Avoid making assumptions or drawing conclusions without sufficient evidence.
Validity: Ensure that the observation accurately represents the phenomenon being studied.
Reliability: Consistently observe and record behaviors or events to ensure reliability.
Documentation: Keep detailed and accurate records of observations for future reference.

7. Write the advantages and disadvantages of telephonic interviews.
Advantages:
- Helpsinsavingtimeandrigorsoftravel
- Lesschanceofrefusalby respondents
- Coverswide rangeof people
- Requiresproperplanning andknowledgeofnon-verbal cues

Disadvantages:
- Detaileddatanotavailable
- Noobservation
- Age,Nationalityand Incomehidden
- Notmuch timeto orient
- Difficulttosecureprivacy

8. What are the hints on how to conduct interviews?
- Clarityabouttimeandinformation
- Standardizeyourquestions
- Bringthe intervieweebackto thepoint
- Beunobstructiveinnotetalking
- Seekappointmentinadvance
- Becourteousandtactful
- Takeadvantageofimmediatefeedback

9. Explain about routine reports and special report.

Routinereport:

- Itisregularbutatfixedinterval
- It deals with regular matters such as production, sales performance, inventoryetc
- Itmakesless useoflanguage
- Ithasfixedperformance

Specialreport:

- Itiswrittenduring criticalhours
- Ithasnostandard format
- Objectivesshouldbeclear
- Meticuloususeoflanguage

10. What is an informative report?
An informative report is a type of document that provides information, facts, and details about a specific topic or subject.

Purpose: To convey information, educate, or update on a particular topic.
Content: Presents facts, data, and details in a clear and straightforward manner.
Structure: Typically includes sections like introduction, main content, and conclusion.
Audience: Aimed at readers seeking knowledge or understanding on the given topic.
Language: Uses clear and concise language, avoiding unnecessary jargon.
Visuals: May include charts, graphs, or visuals to enhance understanding.
Examples: Research reports, scientific reports, and instructional manuals are common examples.

MultipleChoiceQuestions:

1. ThewordreportderivesfromtheLatinword _____
    A. Report
    B. Rebuke
    C. Reportare
    D. Reperetoir

2. A Report can only be written based on the _____
    A. information
    B. Demand
    C. reports
    D. Request

3. A Report can be definedas a _____ written foraspecificpurpose.
    A. verbalcommunication
    B. visualCommunication
    C. Formalcommunication
    D. interpersonalcommunication

4. The main objective of a report is to _____
   A. Updatethedegreesoftheorganization
   B. updateprogressofthe organization
   C. updatetheguidanceoftheorganization
   D. update the business of the organization

   5. Another task of a report is to _____

   A. reject.
   B. convolute
   C. evaluate
   D. Retaliate

6. Another objective of a report is to _____
   A. guidetheorganizationtoaprogresspath
   B. guidetheorganizationto abusinesspath
   C. guidetheorganization toa specificpurpose
   D. guidetheorganization toacorrectivepath

7. One of the main ingredients of a report _____

   A. tospreadinformationnotonlyinternally,butalsoexternally
   B. tospreadinformationnotonlyexternally,butalsointernally
   C. tospreadinformationinanorganization
   D. tospreadinformationinan management

8. When a report is short, it has a _____
   A. s**ort ofLimitation**.
   B. sortofexception
   C. sortofdefication.
   D. sortofdefinition

9. technical report will require lots of _____

   A. Observationandmaterials
   B. Effortsandskills
   C. Illustrationsandsupportingmaterial
   D. abbreviationandsupportingmaterial

10. A short report canbe sometimes between _____
    A. 2to 3pages.
    B. 5to 7pages
    C. 6to8pages.
    D. 5to 6pages

11. A Technical report has to have a _____

    A. properdocumentation
    B. properwriting
    C. properprocedure
    D. properattributes

12. If the informative report is from one period to another it is known as_____
   A. Nonperiodicreports
   B. periodicreports
   C. functionalreports
   D. Nonfunctionalreports

13. Are very important in ananalytical report.
   A. Definition.
   B. Abbreviation
   C. illustration
   D. defication

14. Routinereporthas gotasortof_____
   A. acceptability
   B. quality
   C. Probability.
   D. regularity

15. ThetermRoutineinRoutinereportitself suggeststhat suchareport isof_____
nature
   A. **routined**.
   B. Nonroutined
   C. common
   D. uncommon

16. Annualreportsarenothing, buta_____
   A. Collectionofdata.
   B. compilationof data
   C. optimizationofdata.
   D. projectionofdata

17. Reportsactuallyhelpyounotonly convey,but itactuallyhelps_____

   A. youcommunicatefororganizations
   B. youcommunicateforbusiness
   C. youcommunicateforfurtherbusiness
   D. youcommunicateforsmallorganization

18. In_____, they should come to know what things are needed and what things
usuallyhavegot to beabandoned.

   A. Stockminimization
   B. Stockanalysation
   C. StockExtension.
   D. Stockverification

19. In_____you actually want to check in big organizations you will find from time
totimethey actually changecertain thingsin certainproducts
   A. inspectionreport.
   B. informationreport
   C. analyticalreport.
   D. Annualreport

20. If an employee is to be promoted or is waiting for a promotion for them also we actuallyrequireasortof_____

    A. statuaryreport.
    B. confidentialreport
    C. salesreport.
    D. operationalreport

21. FullformofACRis _____

    A. annualconfinementreport
    B. annualcostingreport
    C. annualconfidentialreport
    D. annual conference

report22.ACRhelpsin _____

    A. analyzingorinunderstandingthecapabilityofanorganization
    B. analyzingorinunderstandingthecapabilityofanresearch
    C. analyzingorinunderstandingthecapabilityof anmanagement
    D. analyzingorin understanding thecapabilityofanemployee

23. ManagementReport is_____inNature.

    A. Non-technical
    B. technical
    C. personal.
    D. nonpersonal

24. Specialreportswhicharewrittenonlyduring _____
    A. Noncriticalhours.
    B. criticalhours
    C. technicalhour.
    D. nontechnicalhours

25. Theabbreviation of TOR is term of _____

    A. conference.
    B. acceptance
    C. **reference**.
    D. preference

26. TORorTerms ofReference, itactuallygives youan _____
    A. indication.
    B. implexion
    C. extension.
    D. instruction

27. Thefirst is_____of data collection is we have personal observation andinvestigation.

    A. **primarysource**.
    B. secondarysource
    C. tertiarysource.
    D. literarysource

28. The _____ ofdatacollectionislibraryor Google

    A. Tertiarysource.
    B. secondarysource.
    C. primarysource.
    D. literarysource

29. Theword _____ isactually ablend oftwo wordsob andservation

    A. observance
    B. obligation
    C. observation
    D. observsable

30. Primaryreader,naturally, willbeyour _____ who has assigned you the task of reportwriting
    A. HR.
    B. Manager
    C. employee
    D. boss

31. In _____ theanswer willbe eitheryesor no

    A. closedquestion
    B. openquestion
    C. Multiplechoicequestion
    D. Questionnaire

32. In _____ you are actually giving a choice to your respondents to express their ownopinion
    A. closedendedquestions
    B. openendedquestions
    C. Questionnaire.
    D. multiplechoicequestions

33. In _____ , you provide four multiple answers and the answers are provided insuchamanner that therequisite answer is given bythe respondent

    A. Openendedquestions
    B. closeendedquestions
    C. multiplechoicequestions
    D. Questionnaire

34. _____ can be defined as a process of seeking information directly through aconversationwith theindividual
    A. panelinterview.
    B. groupinterview
    C. informalinterview.
    D. personalinterview

35. Whichconditionfor Questionnaireisnot true?

    A. Usedtosurvey largenumberofpeople
    B. Savestime
    C. wasteoftime
    D. Toseekclarification

UNITII

Longanswerquestions:

1.What is a glossary? What is an index?

Glossary:

A glossary is a list of terms, often found at the end of a book or document, providing definitions or explanations for words and expressions used within the text. It helps readers understand the meaning of specific terms without needing to refer to external sources.

Index:

An index is a detailed list, usually located at the end of a book, that alphabetically organizes topics, names, or keywords along with the corresponding page numbers where they can be found in the text. It serves as a quick reference guide for readers to locate specific information within the document.

1. **Explainbackmatter.**

   Backmatter refers to the content located at the end of a book or document, following the main body of the text. It typically includes various elements that provide additional information, references, or supplementary materials.

   Appendix: Additional information or details that support the main content but are not essential for understanding the primary text.

   Glossary: An alphabetical list of terms and their definitions, particularly useful when a text includes technical or specialized language.

   Index: A detailed list of topics, names, or keywords with corresponding page numbers, facilitating quick reference to specific information within the text.

   Bibliography/References: A list of sources, books, articles, or other works cited or consulted during the creation of the document.

   Footnotes/Endnotes: Explanatory notes or citations placed at the bottom of pages (footnotes) or at the end of the document (endnotes), providing additional information or references.

   Acknowledgments: A section where the author expresses gratitude to individuals, organizations, or sources that contributed to the creation of the document.

2. **Write an example for cover.**

Title:*Advancing Sustainability: A Comprehensive Study on Renewable Energy Solutions*
Subtitle:*Harnessing the Power of Nature for a Greener Tomorrow*
Author:*Dr. Emily Greenfield*
Institution/Organization:*Center for Environmental Research*
Date of Publication:*March 15, 2024*
Cover Design:*[Image of a vibrant green landscape with wind turbines and solar panels, symbolizing renewable energy]*

3. **What is frontispiece?What is a forwarding letter?**

A frontispiece is an illustration or decorative design that appears on the page facing the title page of a book or document. It often serves as a visual introduction to the content, providing readers with an artistic or thematic representation related to the subject matter.

- Positioned opposite the title page.

- Typically includes images, illustrations, or graphics.

- Enhances the aesthetic appeal of the book or document.

- May convey the theme, mood, or key elements of the content.

- Common in works of fiction, historical texts, or special editions.

A forwarding letter is a formal communication, usually written by someone other than the primary author, to introduce and recommend a document or manuscript to its intended recipient or audience.

- Presents an endorsement or recommendation for the document.
- Offers insights into the significance or relevance of the content.
- Often written by an expert, authority, or well-known figure.
- Provides context or background information about the work.
- Enhances the credibility and reception of the document.

- ❖ **Explain the choice of words and phases in report writing.**
- ❖ Avoidusingcliches.
- ❖ Avoidexcessive useof jargons.
- ❖ Avoidredundancy.
- ❖ Avoidcircumlocution.
- ❖ Avoidforeignwordsand phrases.
- ❖ Avoidunfamiliarabbreviations.
- ❖ Prefer activetopassivevoicetoavoidwordiness.

4. What is a group and ateam and write the characteristics?

Group:

A group is a collection of individuals who come together for a common purpose or objective. In a group, members may share common interests, goals, or activities, but they might not necessarily work collaboratively toward achieving a shared outcome. Groups can be formal or informal and may exist for various reasons, such as socializing, learning, or completing specific tasks.

Characteristics:
- Members may have individual goals.
- Interactions can be less structured.
- Individual accountability may vary.
- Leadership may not be clearly defined.
- Focus can be on individual contributions.

Team:

A team, on the other hand, is a specific type of group characterized by a shared purpose, collective goals, and collaborative efforts toward achieving those goals.

Characteristics:

- Members have shared goals and objectives.
- Interactions are more structured and coordinated.
- Strong emphasis on collaboration and communication.
- Roles and responsibilities are clearly defined.
- Leadership is often designated for coordination.

5. What are the types of groups?

Formal Groups:

Definition: Created within an organization to achieve specific objectives.

Characteristics:

- Established by organizational structure.
- Members assigned based on roles and responsibilities.
- Purpose directly aligned with organizational goals.
  Informal Groups:
- Definition: Naturally formed among individuals based on shared interests or social connections.

Characteristics:

- Emerges spontaneously.
- Members connect on a personal or social level.
- Not governed by formal organizational structure.

6. What are the advantages of working in a group?(Any5)

Diverse Perspectives:

Groups bring together individuals with different backgrounds, skills, and perspectives, fostering a wide range of ideas and solutions.

Collaborative Learning:

Group work promotes the exchange of knowledge and skills, allowing individuals to learn from each other's expertise and experiences.

Increased Creativity:

The synergy of diverse ideas often leads to creative solutions and innovative approaches that may not have been possible with individual efforts.

Division of Labor:

Tasks can be divided based on individual strengths, expertise, and interests, leading to more efficient and specialized contributions.

Enhanced Problem Solving:

Group discussions and brainstorming sessions provide opportunities to explore various solutions and approaches, leading to effective problem-solving.

Mutual Support:

Members can offer emotional and practical support to one another, creating a positive and encouraging work environment.

Improved Communication Skills:

Group work enhances communication skills as individuals learn to express their ideas, actively listen, and provide constructive feedback.

7. What are the disadvantages of working in a group?(Any5)

Conflict and Disagreements:

Differing opinions and personalities may lead to conflicts and disagreements within the group, potentially hindering progress.

Unequal Participation:

Some group members may contribute more than others, leading to an uneven distribution of workload and potential resentment.

Coordination Challenges:

Coordinating schedules and aligning group members' availability can be difficult, especially in large or geographically dispersed teams.

Time-Consuming:

Group decision-making processes can be time-consuming, especially when consensus is required, potentially affecting efficiency.

Dependency:

Over-reliance on the group may limit individual growth and problem-solving skills, as individuals may depend on the group for solutions.

Inequality Issues:

Discrimination, favoritism, or unequal power dynamics within the group can negatively impact the working environment.

Multiplechoicequestions:

1. Prefatorialmaterialcan alsobeconsideredthe**frontmatter**
   A. Frontmatter
   B. Backmatter
   C. Mainbody
   D. Body

2. Thefrontmatteristhe**prefatorialmaterial.**
   A. Newsmaterial
   B. Copyright notice
   C. Prefatorialmaterial
   D. Studymaterial

3. Nowthe firstthing thatyou comeacross ina bookis its**coverpage.**
   A. Frontispiece
   B. Copyright notice
   C. Coverpage
   D. Acknowledgement

4. Youwillfindthatinseveralorganizations,theyhavea**proforma**
   A. Thickpaper
   B. Frontispiece
   C. StudyMaterial
   D. Proforma

5. Thecover ofthe report isa **thickpaper**
   A. Title
   B. Thickpaper
   C. Softpaper
   D. Report

6. manyorganizationsprefer thatthecoverofthe reportshould be**white**.
   A. White
   B. Black
   C. Blue
   D. Noneof theabove

7. thefirst thingthat hasto bewritten onthereportcover pageisa**'report on'**
   A. Softpaper
   B. Acknowledgement
   C. Reporton
   D. Report

8. Remembereveryreport willhavea**title**
   A. Preface
   B. Copyright notice
   C. Frontispiece
   D. Title

9. And then on the right hand, side you see the **report number** is given And you willfind in every report the last space I mean this space towards the end is actually meantforthe placemeant fortheorganization fromwhereyou are writingthe report.
   A. reportcard
   B. Reportnumber
   C. Copyright notice
   D. Coverpage

10. Nexttothecover comes the**frontispiece**
   A. **Frontispiece**
   B. Copyright notice
   C. Preface
   D. Acknowledgement

11. Thewindow displayof thewholereportis knownas**frontispiece**
   A. **Frontispiece**
   B. Copyright notice
   C. Preface
   D. Acknowledgement

12. So, just on the back or the inside of the title page, you have to mention **copyrightnotice**.
   A. Frontispiece
   B. **Copyrightnotice**
   C. Preface
   D. Acknowledgement

13. The **acknowledgment** section is again a different page which comes soon after thepreface
   A. Frontispiece
   B. Copyright notice
   C. Preface
   D. **Acknowledgement**

14. Theprefaceis writtenbythe**writer**himself
   A. **Writer**
   B. Distributer
   C. Author
   D. Composer

15. **Jargon** isalanguagefulloftechnicalorspecialwordsusedinaparticular profession
   A. pardon
   B. **jargon**
   C. portugese
   D. Dutch

16. Theagendaof ateam is**"oneforall and all forone"**
   A. oneforone
   B. Allforone
   C. **oneforall and all forone**
   D. oneforall and one

17. Everysentenceisactuallya **combinationofwords**
   A. combinationofvowels
   B. **combinationofwords**
   C. combinationofletters
   D. combinationofsentences

18. **Index** is also arranged in an alphabetical manner, but it is given as a main topic andthen asubtopic.
    A. Summary
    B. Copyright notice
    C. Index
    D. Bibliography

19. **Bibliography** isactually thelist ofbooks thatyou haveconsulted
    A. Frontispiece
    B. Copyright notice
    C. Preface
    D. Bibliography

20. The language that you will use in an abstract as well as in a summary that has tofollowasort of **neutrality**.
    A. Positivity
    B. Negativity
    C. Nuetrality
    D. Ability

UNITIII

Longanswerquestions:

1. **What are the qualities of the leader?(Any6)**

o Empowers team members
o Focuses on team development
o Communicates effectively
o Shows high emotional intelligence
o Possesses problem-solving skills
o Respects others
o Prioritizes personal development
o Encourages strategic thinking
o Actively listens
o Delegates work
o Takes accountability
o Shows deep passion for their work
o Cares about others
o Stays up-to-date on trends
o Is adaptable
o Stays open-minded

2. **Explain about democratic leader.**
   - In a democratic system, leaders are elected by the people through free and fair elections.
   - Democratic leaders value the input and participation of citizens in decision-making processes.
   - They promote transparency and accountability in government actions.
   - Democratic leaders respect individual rights and freedoms, such as freedom of speech, assembly, and religion.
   - They aim to represent the diverse interests of the population and work towards consensus-building.
   - Democratic leaders prioritize the common good and seek to serve the needs of all citizens, regardless of their background or beliefs.
   - They typically govern with a system of checks and balances to prevent the concentration of power and ensure the rule of law.

3.**How leadership varies from one culture to another?**

- **Communication Style**: Cultural differences can influence communication styles, such as directness, assertiveness, and nonverbal cues. Some cultures value indirect communication and implicit messages, while others prefer direct and explicit communication.
- **Decision-Making Processes**: Cultural norms influence decision-making processes, including who is involved in decision-making, how decisions are made (e.g., consensus-based versus top-down), and the importance of factors such as expertise, seniority, and hierarchy.
- **Leadership Styles**: Different cultures may have preferences for specific leadership styles, such as authoritative, democratic, transformational, or servant leadership. These styles can be shaped by cultural values, historical context, and societal expectations.
- **Attitudes Towards Risk and Innovation**: Cultural attitudes towards risk-taking, experimentation, and innovation can influence leadership approaches to problem-solving, change management, and strategic decision-making.
- **Time Orientation**: Cultural attitudes towards time, whether past-oriented, present-oriented, or future-oriented, can impact leadership behaviors related to planning, goal-setting, and long-term vision.

3. What is the difference between Group discussion and Debate?(Any4)

BASIS FOR COMPARISON	DEBATE	GROUP DISCUSSION
Meaning	The debate is a formal discussion on a particular issue, which as two sides - one supporting the resolution and one opposing it.	Group discussion refers to a process of group communication, wherein the candidates share their ideas and exchange facts and information on the concerned topic.
Nature	Competitive	Cooperative
Opposing sides	Yes	No
Aim	To persuade the audience.	To share ideas, facts and information with the fellow participants
Turns	Every participant can speak on the topic when it is their turn.	No such rule for taking a turn, the participant can put forward their point whenever he/she wants.
Involves	Winning or Losing	Expression of one's own point of view and respecting others point of view.
Speaker	Speaker can speak either in favour or against the topic.	Speaker can speak both in favour or against the topic.
Result	Final decision or result based on voting	Group consensus
Topic	Particular topic, around which the arguments should revolve.	Arguments can take a different direction, but deviations should be avoided

4. **What are the types of group discussions?**
   The different types of group discussion interviews are as follows:

   - **Factual group discussions**: These types of discussions are based on real-world topics to assess a candidate's ability to digest information. Additionally, it also evaluates an individual's ability to understand socioeconomic concerns.
   - **Abstract group discussions**: These group discussions help evaluate a candidate's ability to approach a topic with originality and lateral thinking.
   - **Case study-based group discussions**: The topics of case study-based group discussions are focused on real-world situations. The group is usually given a fictitious scenario which needs to be addressed.
   - **Opinion-based group discussions**: These group discussions assess how well candidates can present their viewpoints and beliefs. In these group discussions, members are usually expected to present views rather than facts.

5. **What is the language and style used in group discussion?**
   - **Clarity**: Participants should strive for clarity in their speech, using simple and concise language to convey their ideas effectively.

   - **Formality**: While the tone should be professional, it's essential to strike a balance between formality and approachability. Avoid overly stiff or casual language.

   - **Active Listening**: Encourage active listening by maintaining eye contact, nodding, and using affirmative phrases such as "I understand," or "That makes sense." This demonstrates respect for others' viewpoints.

   - **Politeness**: Respectful language is crucial in group discussions. Avoid interrupting others, and instead, wait for your turn to speak. Use polite phrases such as "please," "thank you," and "excuse me" when appropriate.

   - **Avoiding Jargon**: While some technical terms may be necessary depending on the topic, try to avoid excessive jargon that could alienate or confuse other participants.

   - **Encouraging Participation**: Create an atmosphere where everyone feels comfortable contributing. Use inclusive language and invite quieter members to share their thoughts.

6. **What are the advantages(any3) and disadvantages (any3) of group discussion?**

Advantages:
- EncouragesthedevelopmentofCriticalThinking
- EnhancesCommunication
- EnhancesProblemSolvingSkills
- PromotesInvolvementof theParticipants
- HelpsingainingDepthofKnowledge
- HelpstoBoostConfidence

Disadvantages:

- ATime-ConsumingProcess
- Noplacefor HesitantPeople
- SometimesleadstoUnproductiveDiscussions
- ExpensiveProcesstoConduct
- CreatePersonalConflictsbetweentheColleagues

7. What are the functions of a meeting?

- **Information Sharing**: Meetings provide a platform for sharing important updates, announcements, and information relevant to the team or organization. This can include project progress, company news, or policy changes.
- **Problem-solving**: Meetings allow team members to come together to discuss and solve problems collaboratively. By sharing different perspectives and ideas, teams can generate creative solutions to challenges they may be facing.
- **Decision-making**: Meetings provide a forum for making decisions that require input or consensus from multiple stakeholders. This can range from strategic decisions about company direction to more tactical decisions about project priorities or resource allocation.
- **Planning and Strategy**: Meetings are often used for strategic planning, goal-setting, and brainstorming sessions. Teams can use meetings to develop plans, set objectives, and define strategies for achieving their goals.
- **Feedback and Evaluation**: Meetings provide an opportunity for receiving feedback on work, projects, or initiatives. This can include performance evaluations, project reviews, or peer feedback sessions.
- **Motivation and Engagement**: Meetings can be used to inspire and motivate team members, reinforcing shared goals and values.

8. How to plan meetings?

- **Identify the Purpose**: Clearly define the purpose and objectives of the meeting.
- **Determine Participants**: Determine who needs to attend the meeting based on the purpose and objectives. Invite only those individuals whose presence is essential for achieving the meeting's goals, keeping the participant list concise to avoid unnecessary attendees.
- **Set the Agenda**: Develop a detailed agenda outlining the topics to be discussed, the allotted time for each item, and any specific goals or decisions to be made
- **Choose the Right Time and Venue**: Select a suitable time and location for the meeting that accommodates the schedules of all participants and provides a conducive environment for discussion.
- **Send Invitations**: Send out meeting invitations to participants, including the agenda, date, time, location, and any other relevant details
- **Facilitate Technology Setup**: If the meeting will involve virtual participants or technology-dependent activities, ensure that the necessary technology tools, such as video conferencing software or collaboration platforms, are set up and tested beforehand.
- **Follow Up**: Follow up with participants before the meeting to remind them of the date, time, and agenda. After the meeting, distribute meeting minutes or a summary of key takeaways and action items to ensure that everyone is aligned on next steps

.

9. How to make meetings effective?
- Set Clear Objectives
- Create a Detailed Agenda
- Limit Attendees

- Start and End on Time
- Encourage Participation
- Manage Discussion Dynamics
- Use Visual Aids
- Take Notes and Assign Action Items
- Evaluate Meeting Effectiveness
- Follow Up After the Meeting

Multiplechoicequestions:

1. Peoplehavingsuch style**autocraticstyle**, theyare not consideredtobeagoodleader.
A. **Autocraticstyle**
B. Democraticstyle
C. Laissez-FaireLeadership
D. Visionaryleadership

2. **Democratic leadership** style involves the active participation of all team members inthedecision-making process
    A. Autocraticstyle
    B. **Democraticstyle**
    C. Laissez-FaireLeadership
    D. Visionaryleadership

3. Leaders following this style allow their team members to drive their roles withminimalinterferencefromthemanagement.-**Laissez-FaireLeadership**

    A. Autocraticstyle
    B. Democraticstyle

  C. Laissez-FaireLeadership
  D. Visionaryleadership

4. A **transformational leadership** style is focused on encouraging employees tochallengethe status quo.
  A. Autocraticstyle
  B. Democraticstyle
  C. Laissez-FaireLeadership
  D. Transformationalleadership

5. **Transactional leaders** believe that the primary purpose for employees to work is togetsomething in return insteadof working out of self-motivation
A. Autocraticleaders
B. Transactionalleaders
C. Laissez-Faireleaders
D. Transformationalleaders

6. Thisleadershipstyle isforward-lookingand inspiresteam memberstothink big– **visionaryleadership**
A. **visionaryleadership**
B. Transactionalleadership
C. Laissez-Faireleadership
D. Transformationalleadership

7. Generallyspeaking,such leadersrequireexcellentcommunicationskillsandevenabit of personal charm to influence team members to give their best - **CharismaticLeadership**

A. visionaryleadership
B. Transactionalleadership
C. **CharismaticLeadership**
D. Transformationalleadership

8. Leadersfollowingthisstyleare undeniablyflexible**SituationalLeadership**

A. visionaryleadership
B. Transactionalleadership
C. Laissez-Faireleadership
D. **Situationalleadership**

9. The **servant leadership** style aims to develop a synergistic relationship between theleader and team members.
A. visionaryleadership
B. **servantleadership**
C. Laissez-Faireleadership
D. Situationalleadership

10. **Leadership** isthecapacitytotranslatevisionintoreality.
A. **Leadership**
B. Administration
C. Knowledge
D. Representation
11. Leadershipisthecapacitytotranslatevisioninto**reality**.
A. Imagination
B. Fiction
C. **Reality**
D. Illusion
12. "Leadershipisthecapacitytotranslatevisionintoreality"issaidby
…………………..
A. **WarrenEBennis**
B. JaneAusten
C. WilliamBlake
D. GeoffreyChaucer

13. Discussion isactuallyan exchangeofknowledge
A. **Discussion**
B. Argument
C. Consultation
D. Consideration

14. discussionisactuallyan exchangeof**knowledge**
A. Skills
B. **Knowledge**
C. Intelligence
D. Information

15. Group Discussion is a formal discussion, it is a face-to-face communication amongparticipantswho expressand exchangetheirviewson aparticulartopic.
A. **Groupdiscussion**
B. Reportwriting
C. Interview
D. Meeting

16. Flexibilityisthehallmarkof aGroup Discussion.
A. Adaptability
B. **Flexibility**
C. Workability
D. Rigidity

17. Silentpeople becomealiabilityon theentiregroup.
A. Louder
B. **Silent**
C. Aggressive
D. Cool

18. The**chairman**is aperson whoactually givesjudgment
A. **Chairman**
B. Speaker
C. Supervisor
D. Clerk

19. Meeting is actually a sort of organized gathering and that gathering is for a specificpurpose.
A. **Meeting**
B. Discussion
C. Seminar
D. Session

20. Ability of an entity or organism to alter itself or its responses to the changedcircumstancesor environment is knownas**adaptability**
A. **Adaptability**
B. Flexibility
C. Workability
D. Rigidity

UNIT-IV

Longanswerquestions:

1. **What are the various forms of speaking ?(Any4)**
- **Informative Speaking**: Informative speaking involves presenting information, facts, or explanations to educate or enlighten the audience about a particular topic.
- **Persuasive Speaking**: Persuasive speaking aims to influence the beliefs, attitudes, or behaviors of the audience by presenting arguments, evidence, and appeals to logic, emotion, or credibility.
- **Entertaining Speaking**: Entertaining speaking is focused on engaging and captivating the audience through humor, storytelling, or other forms of entertainment. The primary goal is to entertain and delight the audience, often while conveying a message or theme.
- **Debate**: Debate involves structured arguments presented by opposing sides on a specific topic or issue. Debaters present their arguments, counterarguments, and rebuttals in a formalized manner, often following specific rules and formats.
- **Panel Discussion**: Panel discussions feature a group of experts or stakeholders who engage in a moderated conversation on a particular topic. Each panelist shares their perspectives, insights, and experiences, often followed by audience questions and interaction.
- **Interviewing**: Interviewing involves asking questions and engaging in conversation with one or more individuals to gather information, insights, or perspectives.

2. **Explain the importance of speaking skills(Any6)**
- **Effective Communication**: Speaking skills are vital for clear and precise communication in various personal and professional situations.

- **Career Advancement**: Strong speaking abilities enhance professional growth by facilitating effective presentations, negotiations, and leadership.

- **Building Relationships**: Effective verbal communication fosters meaningful connections, whether in social interactions or professional networking.

- **Leadership Development**: Leaders rely on proficient speaking skills to inspire, motivate, and influence others towards common goals.

- **Public Speaking Opportunities**: Proficiency in speaking opens doors to public speaking engagements, enabling individuals to showcase expertise and build credibility.

- **Confidence Boost**: Developing speaking skills builds confidence, empowering individuals to express themselves assertively and persuasively.

3. **How is speaking different from writing(Any6)**
- **Immediate of Feedback**: Speaking allows for immediate feedback from the audience through verbal cues, while writing lacks this instant interaction.

- **Non-verbal Cues**: Speaking involves non-verbal cues such as tone, gestures, and facial expressions, which are absent in writing.

- **Spontaneity vs. Revision**: Speaking is often spontaneous, while writing allows for careful planning, drafting, and revision.

- **Interaction**: Speaking enables interactive communication, while writing is typically one-sided with limited immediate interaction.

- **Permanence and Distribution**: Written communication offers permanence and easy distribution, unlike spoken words which dissipate once uttered unless recorded.

- **Language Complexity**: Speaking tends to be more informal with simpler language, while writing allows for more complex structures and vocabulary.

4. **Explain voice and vocabulary as components of effective**

Voice:

- **Tone**: The tone of voice conveys the speaker's attitude and emotions, influencing how the message is received.

- **Volume**: Speaking at an appropriate volume ensures that the message is audible and commands attention without being overpowering.

- **Pitch**: Variation in pitch adds dynamism to speech, helping to maintain listener engagement and convey emphasis or emotion.

- **Pace**: The pace of speech affects comprehension, with a moderate pace facilitating understanding and allowing time for reflection.

- **Clarity**: Clear enunciation and pronunciation enhance comprehension, ensuring that the message is conveyed accurately.

Vocabulary:

- **Precision**: Using precise and specific language conveys meaning accurately and reduces ambiguity.

- **Clarity**: Clear and concise language facilitates understanding, avoiding unnecessary complexity or jargon.

- **Appropriateness**: Adapting vocabulary to suit the audience and context ensures relevance and avoids confusion or offense.

- **Variety**: Incorporating a variety of words and expressions adds richness and depth to communication, enhancing engagement.

- **Impact**: Employing powerful and vivid language evokes imagery and emotion, making the message memorable and persuasive.

5. **What is the difference between a speech and a presentation**?

**Speech:
- **Format**: Typically a formal, oral presentation delivered by a single speaker.
- **Purpose**: Intended to convey a message, idea, or argument persuasively to the audience.

- **Delivery**: Primarily emphasizes verbal communication, including tone, pacing, and the strategic use of language to effectively engage the audience.
- **Length**: Can vary widely but often delivered as standalone presentations without accompanying visual aids.

**Presentation:

- **Format**: A broader term encompassing various formats of communicating information, including speeches, lectures, seminars, and multimedia slideshows.
- **Purpose**: Intended to inform, educate, or persuade the audience on a particular topic or subject matter.
- **Delivery**: Involves both verbal and visual communication, incorporating visual aids such as slides, videos, or demonstrations to enhance comprehension and engagement.
- **Length**: Can vary widely depending on the topic, audience, and format, ranging from brief lightning talks to comprehensive seminars or workshops.

6. **How debate is different from speech and presentation.**
   Structure and format:

   Speech: Typically involves a single speaker delivering a prepared oration, often with a clear beginning, middle, and end.
   Presentation: Similar to a speech but may include visuals or multimedia elements to support the speaker's message.
   Debate: Involves two or more speakers engaging in a structured exchange of arguments and counterarguments on a specific topic.
   Purpose:

   Speech: Often aims to inform, persuade, or inspire the audience on a particular topic or issue.
   Presentation: Similar to a speech but may have a specific goal such as explaining a concept, showcasing a product, or reporting on research findings.
   Debate: Aims to argue a specific proposition or resolution, with each side presenting arguments and rebuttals to persuade the audience or judges of their position.
   Interaction:

   Speech: Typically a one-way communication from the speaker to the audience, with limited or no interaction with others.
   Presentation: May involve some interaction, such as answering questions from the audience or engaging in discussions during or after the presentation.
   Debate: Involves direct interaction between speakers, with each side presenting arguments, responding to each other's points, and engaging in cross-examination.
7. **What are the certain things that you should also do on the day of the debate?**

   - Arrive early to set up and review your notes.
   - Warm up vocally and mentally.
   - Check equipment and conduct a final rehearsal.
   - Stay hydrated and energized with light snacks.
   - Focus, stay calm, and maintain confidence.
   - Engage respectfully with opponents.
   - Follow debate rules and time limits.
   - Maintain professionalism and flexibility.

1. **What is nervousness? What are the symptoms of nervousness**?

Nervousness is a natural reaction to a stressful situation. It's a feeling of worry, fear, or apprehension that's usually linked to a specific situation and goes away when the situation is over.

Symptoms are:
- Feeling nervous, restless or tense.
- Having a sense of impending danger, panic or doom.
- Having an increased heart rate.
- Breathing rapidly (hyperventilation)
- Sweating.
- Trembling.
- Feeling weak or tired.
- Trouble concentrating or thinking about anything other than the present worry.

8. **What are the facts of nervousness?**
- **Natural Response**: Nervousness is a common response to stress or uncertainty.
- **Physical and Mental Effects**: It can manifest physically (increased heart rate, sweating) and mentally (racing thoughts, difficulty concentrating).
- **Individual Variability**: Levels of nervousness vary based on personality and past experiences.
- **Adaptive Function**: In small doses, nervousness can prepare individuals for challenges.
- **Management Strategies**: Techniques like deep breathing and positive self-talk can help manage nervousness.
- **Professional Help**: In cases where nervousness significantly interferes with daily functioning or quality of life, seeking support from a mental health professional may be beneficial.

9. **How to overcome Nervousness? (Any6)**
- **Prepare**: Thorough preparation boosts confidence and reduces anxiety.
- **Practice**: Rehearse your presentation or performance to familiarize yourself with the material.
- **Positive** Visualization: Visualize success and focus on positive outcomes to build confidence.
- **Deep Breathing**: Practice deep breathing exercises to calm the body and mind.
- **Stay Present**: Focus on the present moment rather than worrying about the future.
- **Challenge Negative Thoughts**: Challenge negative thoughts with positive affirmations and realistic perspectives.
- **Use Relaxation Techniques**: Incorporate relaxation techniques such as mindfulness or progressive muscle relaxation to reduce tension.
- **Seek Support**: Talk to a trusted friend, mentor, or counselor for encouragement and guidance.

Multiplechoicequestions:

1. **Courtesy**isas muchamarkofagentleman ascourage.
   - A. **Courtesy**
   - B. Quality
   - C. Anxiety
   - D. Style
2. **"**Courtesy is as much a mark of a gentleman as courage". This is said by **TheodoreRoosevelt**
   - A. JaneAusten
   - B. GeorgeOrwell
   - C. WilliamShakespeare.
   - D. **TheodoreRoosevelt**
3. Nervousnessisactuallya sortof**anxiety**
   - A. Depression.
   - B. Quality
   - C. **Anxiety.**
   - D. Style
4. A**speaker**has tospeak before anaudienceforagivenpurpose
   - A. **Speaker.**
   - B. Presenter
   - C. Voice.
   - D. Narrator
5. **Presenter** is the speaker who is actually going to speak to a small defined group ofpeople
   - A. Speaker.
   - B. **Presenter**
   - C. Courtesy.
   - D. Narrator
6. **Voice**is god's gift to mankind.
   - A. Style.
   - B. Complexity
   - C. **Voice.**
   - D. Quality
7. **Style**addsquality tocontent
   - A. Voice.
   - B. Quality
   - C. **Style.**
   - D. Complexity
8. The **quality of emotion** which is an important ingredient in speaking that actuallyspeaksvolumes.
   - A. Conversation.
   - B. Speech
   - C. Qualityofknowledge.
   - D. **Quality ofemotion**

9. Thebasicdifferencebetweenamanand ananimalisthatmanhasgotthe capabilityto**express his ideas**
    A. **Expresshisideas.**
    B. Expresshisknowledge
    C. Expresshisthought.
    D. Expresshisemotion

10. Oneformofspeakingis**conversation**
    A. Expressing.
    B. Speech
    C. **Conversation.**
    D. Debate

11. **Speaking**allowsyoutoconvinceothers
    A. **Speaking.**
    B. Meeting
    C. Debate.
    D. Speech

12. **Conversation** isinteractive<u>communication</u>betweentwoormorepeople.
    A. Meeting.
    B. **Conversation**
    C. Debate.
    D. Expressing

    13. **Meeting** is actually a sort of organized gathering and that gathering is for aspecificpurpose.
    A. Interview.
    B. Contest
    C. Debate.
    D. **Meeting**

14. **Debate**isaform ofargumentativespeech
    A. **Debate.**
    B. Meeting
    C. Speaking.
    D. Conversation

15. **Speech** is ability to express one's thoughts and emotions by speech sounds andgestures.
    A. Speaking.
    B. **Speech**
    C. Meeting.
    D. Interview

16. An **interview** is a structured <u>conversation</u>where one participant asks questions, andtheother provides answers
    A. Meeting.
    B. Speaking
    C. **Interview.**
    D. Debate

17. Negotiationsespeciallymeantfor**businessgroup discussions**
   A. Businessgroupmeeting.
   B. Businessgroupmarketing
   C. Businessgroupconversation.
   D. Businessgroupdiscussion

18. Preparation hasgottheallthekeysto helpyougetacontrolovernervousness
   A. Preparation.
   B. Gestures
   C. Interview.
   D. Debate

19. Manuscriptis abook ordocument writtenby hand ratherthan typedor printed.
   A. Conscript.
   B. Manuscript
   C. Nondescript.
   D. Superscript

20. Impromptuis deliveredon the spurof themoment.
   A. Impromptu.
   B. Information
   C. Manuscript.
   D. Speech

UNIT-V

Longanswerquestions:

1. **What are the features of Effective Presentation?(Any6)**
   - Clear and Concise Content
   - Engaging Visuals
   - Structured Organization
   - Audience-Centric Approach
   - Effective Delivery
   - Interactivity and Engagement
   - Use of Stories and Examples
   - Professionalism and Confidence
   - Adaptability to Audience Needs
   - Clear Takeaways and Call to Action

2. **What are the things to do during a Presentation?(Any6)**
   - **Engage Audience:** Encourage interaction to maintain interest.
   - **Clear Communication**: Speak audibly and clearly.
   - **Effective Visuals**: Use visuals to enhance understanding.
   - **Respect Time**: Stick to the allocated time limit.
   - **Stay Confident**: Manage nervousness for a confident delivery.
   - **Professional Presence**: Maintain professionalism throughout.
   - **Adaptability**: Be flexible to audience feedback.
   - **Strong Conclusion**: Close with a memorable summary or call to action.

3. **What are the cautions during a presentation?(Any6)**
   - **Stay Calm**: Keep calm and composed to maintain confidence.
   - **Avoid Reading Slides**: Speak naturally rather than reading directly from slides.
   - **Watch Your Pace**: Ensure a moderate pace for clarity and comprehension.
   - **Limit Text**: Use bullet points instead of dense paragraphs on slides.
   - **Manage Distractions**: Minimize distractions and stay focused on the audience.
   - **Handle Technical Issues**: Be prepared to troubleshoot technical problems swiftly.
   - **Respect Audience**: Listen attentively to questions and address them respectfully.
   - **Practice Active Listening**: Stay engaged with the audience throughout the presentation.

4. **What to do after your presentation?(Any6)**
    - **Thank the Audience**: Express gratitude to the audience for their time and attention.
    - **Address Questions:** Answer any questions from the audience confidently and thoroughly.
    - **Seek Feedback**: Ask for feedback from the audience or organizers to improve future presentations.
    - **Reflect:** Reflect on your performance and identify strengths and areas for improvement.
    - **Follow Up**: Connect with interested audience members or stakeholders and provide additional information if needed.
    - **Collect Materials**: Gather and organize any materials or equipment used during the presentation.
    - **Debrief**: Discuss the presentation with colleagues or team members to evaluate its effectiveness and discuss any lessons learned.
    - **Celebrate Success**: Acknowledge your achievement and celebrate a successful presentation, regardless of the outcome.

5. **What are the ingredients of speech? What are the types of speech?**
    The ingredients ofspeech are:
    - Topic
    - Time
    - Language
    - Style
    - Pattern

    Typesofspeechare:
    - Welcome speeches
    - Introductory speeches
    - Felicitation speeches
    - Commemorative speeches
    - Farewell
    - Vote of thanks

6. **What are interviews? What are the types of interview?**

    An interview is a formal conversation between two or more people, typically conducted for the purpose of gathering information, assessing qualifications, or evaluating suitability for a job, position, program, or opportunity. Interviews may also be conducted for research, journalistic, or informational purposes.
    Typesofinterview:
    - **Structured Interview**: Standardized questions for all candidates.
    - **Unstructured Interview:** Open-ended questions, flexible conversation.
    - **Semi-Structured Interview**: Mix of predetermined and exploratory questions.
    - **Behavioral Interview**: Focuses on past behavior and experiences.
    - **Panel Interview**: Multiple interviewers assess the candidate.
    - **Group Interview**: Simultaneous interview of multiple candidates.
    - **Phone or Video Interview**: Remote interview conducted via phone or video call.
    - **Stress Interview**: Puts candidates under pressure to observe reactions.
    - **Informational Interview**: Gathers information about industry or role.

- **Mock Interview**: Practice session with feedback for candidates.

1. **What is a resume? What are the requirements of a standard resume**?

A resume is a detailed document describing one's past achievement and future intentions fora coveted career. It includes information about one's career goals, education, work experience, activities, honors and any special skills one might have.

Requirementsofstandardresume:
- Contact Information
- Resume Summary/Objective
- Work Experience
- Education
- Skills
- Achievements/Awards
- Optional Sections
- Formatting
- Length

7. **What are some of the do's and don'ts of resume?**

Do's	Don'ts
Mention major activities	Writing everything
Job objective	Use something that may eliminate your call
Use proper headline	List your strength
Be honest	Mention any skill you don't possess
Update your resume	Mention of salary
Use Error free language	Giving references
Be specific	Criticizing your previous employer

8. **What are the special skills?**

- **Technical Proficiency**: Mastery of specific software, programming languages, or tools.
- **Language Proficiency**: Fluency in multiple languages.
- **Data Analysis**: Ability to analyze and interpret data.
- **Project Management**: Proficiency in planning and executing projects.
- **Customer Service Skills**: Strong interpersonal communication skills.
- **Problem Solving:** Critical thinking and analytical skills.
- **Creativity**: Innovative thinking and idea generation.
- **Leadership Skills:** Ability to lead, motivate, and delegate.
- **Time Management**: Efficient organization and prioritization.
- **Presentation Skills**: Clear and engaging presentation delivery.

9. **Explain about education and experience in resume.**

Education:

- This section highlights your academic qualifications and background. It typically includes details such as your degree(s), the institution(s) attended, major(s) or field(s) of study, graduation date(s), and any relevant academic achievements or honors.

- The education section provides insight into your knowledge base and expertise in specific areas.

Experience:

- The experience section showcases your work history and professional background. It includes information about your previous employment, such as job titles, company names, locations, and dates of employment.

- Additionally, this section outlines your key responsibilities, accomplishments, and achievements in each role. Highlighting your relevant work experience demonstrates your skills, abilities, and contributions to potential employers.

MultipleChoiceQuestion :

1. Thefull formof CV is **curriculumvitae**
    - **A. Curriculumvitae.**
    - B. curriculumvast
    - C. curriculumvaliant.
    - D. curriculumverve
2. CurriculumVitaeisa**Latin** word
    - A. Indonesian.
    - **B. Latin**
    - C. American.
    - D. Spanish
3. CurriculumVitaewhichactuallymeans the **detailsofyourqualification**
    - **A. Detailsofqualification.**
    - B. detailsofexperience
    - C. detailsofvast.
    - D. detailsofcurriculum
4. Resumeisactuallya **French** wordwhichmeans a sortofsummary ortosummarize
    - A. latin.
    - B. Spain
    - **C. French.**
    - D. Italian
5. **Resume**isactuallya Frenchwordwhich meansa sort ofsummaryor tosummarize
    - A. letter.
    - **B. Resume**
    - C. vitae.
    - D. valiant
6. **Resume** is a detailed document which describes your achievements and also yourfutureintentions
    - A. jobletter.
    - B. letter
    - **C. resume.**
    - D. vitae
7. Chronologicalresumesespeciallyareimportantforpeoplewho arealready **experienced**.
    - A. spaced.
    - **B. experienced**
    - C. apprenticed.
    - D. convalesced
8. **Chronological** resumes especially are important for people who are alreadyexperienced
    - **A. Chronological.**
    - B. ideological
    - C. Statistical.
    - D. Theological

9. Functional resume is especially for **entry level people** especially for those youngsterswhoaregoing to apply for ajob
    a. Intermediatelevel.people
    b. entrylevelpeople
    c. Practicallevelpeople.
    d. adaptativelevelpeople

10. **Functional** resume is especially for entry level people especially for those youngsterswhoaregoing to apply for ajob
    a. Directional.
    b. reflectional
    c. Functional.
    d. perceptional

11. Length of the resume especially for entry level people the length can only be **1 to 1.5pages**
    a. 1to 1.3.pages
    b. 1to 1.2pages
    c. 1to1.6.pages
    d. 1to1.5pages

12. Thefirst thing in aresumeis the**opening**
    A. Opening.
    B. heading
    C. closing.
    D. outing

13. Inopeningyou havetomention the**heading**thenthe**careerobjective**then **summaryofqualification**
A. Summaryofreflection.
B. summaryofqualification
C. summaryofperception
D. summaryofdirectional

14. **Heading**isaboutyouyourdetailsyour name andotherthingsaswell
A. Raising.
B. Timing
C. heading.
D. opening

15. **Career objective** what actually do you want to, why do you want this job and what isyourcareer objective, what isyour long term goals,short term goal.
    a. careergoal.
    b. careerplan
    c. careeropening.
    d. careerobjective

16. An **interview** is an oral tool to test the candidate's traits, qualities for differentpurposes.
    a. Interview.
    b. Netview
    c. preview.
    d. Review

17. **Welcomespeech**is aboutaperson whohasbeen invited asachiefguest
A. Speaking.
B. welcomespeech
C. debate.
D. speech
18. **Felicitations** in such a speech, you are going to honour or you are going to celebrateoryou aregoingto acknowledgetheservices ofa person for hisachievement
A. Felicitations.
B. Applications
C. Introductory
D. qualification
19. A **commemorative** speech is a speech where either you are going to talk about thegainor you aregoing to talk about theloss.
A. Conservative.
B. preventative
C. Commemorative.
D. Appreciative