

LN201, Advanced Professional Communication

Max. Marks: 25

Duration: 40 Min

* Required

1. Email address *

2. Name *

3. Enrollment No. *

4. Course *

5. Group *

Mark only one oval.

☐ BCA A

☐ BCA B

☐ BCA C

☐ BCA D

☐ BCA E

6. SEM/YEAR *

Section A

All questions are compulsory
Each question carries equal marks

7. 1. Which one is the best way of delivering a presentation?

Mark only one oval.

- ☐ a. memorizing method
- ☐ b. reading method
- ☐ c. scanning method
- ☐ d. outlining method

8. 2. GD is more likely to end properly but will not give the desired results if

Mark only one oval.

- ☐ a. participants are too polite
- ☐ b. some participants are indisciplined
- ☐ c. there is no constant propagation of the main argument
- ☐ d. there's no leader in the group

9. 3. Which is the most intuitive skill for a fresher

Mark only one oval.

- ☐ a. sincerity
- ☐ b. adaptability
- ☐ c. diplomacy
- ☐ d. patience

10. 4. Which is the least important for a good presentation?

Mark only one oval.

- ☐ a. purposeful
- ☐ b. interactive
- ☐ c. formal
- ☐ d. audience oriented

11. 5. Which of the following is not a part of "preparing the presentation" stage?

Mark only one oval.

- ☐ a. developing the central idea
- ☐ b. gathering supporting material
- ☐ c. choosing the title
- ☐ d. planning the visual aids

12. 6. While using supporting material in a presentation, one cannot use

Mark only one oval.

- ☐ a. facts
- ☐ b. examples
- ☐ c. hypothesis
- ☐ d. definitions

13. 7. Persuasion is least important during

Mark only one oval.

- ☐ a. GD
- ☐ b. Debates
- ☐ c. Presentation
- ☐ d. Interviews

14. 8. Which one of these is not a three-dimensional visual aid?

Mark only one oval.

- ☐ a. models
- ☐ b. maps
- ☐ c. objects
- ☐ d. people

15. 9. Which one is not helpful in handling conflicts in GD

Mark only one oval.

- ☐ a. clarifying conflict statements given by group members
- ☐ b. help establish an attitude of critical objectivity
- ☐ c. group should unite against those creating conflicts
- ☐ d. encourage people creating conflicts to express clearly their opinion

16. 10. Working on "analyze yourself" during pre-interview preparations help in answering

Mark only one oval.

- ☐ a. open questions
- ☐ b. closed questions
- ☐ c. reflective questions
- ☐ d. probing questions

17. 11. Promoting optimal participation in GD means

Mark only one oval.

- ☐ a. trying to control talkative members
- ☐ b. recognizing and giving a chance to those who haven't talked yet
- ☐ c. taking care of slow speakers
- ☐ d. all of these

18. 12. One cannot be good at analysis

Mark only one oval.

- ☐ a. if one is rational
- ☐ b. if one can arrange logical sequence of thoughts
- ☐ c. if one applies subjective approach in thinking
- ☐ d. if one can find fault in established opinions

19. 13. During the interview process, when a candidate does not know the answer, he should:

Mark only one oval.

- ☐ a. Keep guessing
- ☐ b. Bluff
- ☐ c. Admit he does not know the answer
- ☐ d. Remain quiet

20. 14. The Group Discussion process evaluates and judges the candidate's ability to

Mark only one oval.

- ☐ a. Control others
- ☐ b. Argue with others
- ☐ c. Discuss with others on a given topic
- ☐ d. lead others

21. 15. How can one make a good presentation even more effective?

Mark only one oval.

- ☐ a. By showing his passion and connecting with his audience
- ☐ b. By keeping in mind the need of the audience
- ☐ c. By concentrating on core message
- ☐ d. All of the above

22. 16. Interview for recruitment is widely viewed as a _____process.

Mark only one oval.

- ☐ a. Positive
- ☐ b. Negative
- ☐ c. Both Positive and Negative
- ☐ d. None of the above

23. 17. The aim of the successful presentation is to

Mark only one oval.

- ☐ a. Inform
- ☐ b. Analyse
- ☐ c. Persuade
- ☐ d. All of the above

24. 18. During a presentation, a speaker must know the kind of audience he is likely to have.

Mark only one oval.

- ☐ a. True
- ☐ b. False
- ☐ c. Partially true
- ☐ d. None of the above

25. 19. Which of these is the most important tool of the communication

Mark only one oval.

- ☐ a. Gestures
- ☐ b. Postures
- ☐ c. Chronemics
- ☐ d. Language

26. 20. What types of questions are good to ask in a group discussion?

Mark only one oval.

- ☐ a. Questions with one word or short answers
- ☐ b. Questions with clear and correct answers
- ☐ c. Questions that require the group to synthesize and evaluate information
- ☐ d. Reading comprehension questions

27. 21. Which statement is correct?

Mark only one oval.

- ☐ a. Topics with clear right and wrong answers are excellent for Group Discussions
- ☐ b. Topics related to ethics are generally good for group discussions
- ☐ c. It is best to avoid topic that are controversial in nature while picking topics for GDs
- ☐ d. Topics related to ethical issues are not good for group discussions

28. 22. A Conference is not attended by

Mark only one oval.

- ☐ a. Common people
- ☐ b. Invited guests
- ☐ c. People with common interests
- ☐ d. Permitted observers

29. 23. While managing political behaviours in an organization, the manager requires discouraging

Mark only one oval.

- ☐ a. Dialogue
- ☐ b. Negotiation
- ☐ c. Relationships
- ☐ d. Self interest

30. 24. Which of these must be avoided in any presentation

Mark only one oval.

- ☐ a. proper grammar
- ☐ b. complex words
- ☐ c. short sentences
- ☐ d. clear voice

31. 25. Which of these is not important in an oral presentation

Mark only one oval.

- ☐ a. Words
- ☐ b. Body Language
- ☐ c. Gestures
- ☐ d. The number of people as audience

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