

**Soft Skills, Assignment  
(Week 7)**

**Full Marks- 15**

**I. Given below are some statements based on video lectures. Identify them and write (T) against True statements and (F) against False statements. 5 Marks**

1. Technical reports have a colloquial language. **True**
2. Unnecessary materials in a short report are added to References. **False**
3. There is no analysis and recommendations in an informative report. **Nullified**
4. One advantage of observation is that it reports behavior rather than interprets it. **False**
5. One must avoid leading questions in a questionnaire. **True**

**II. Given below are multiple choice questions having four options. Select the most suitable option as your answer. 6 Marks**

6. What isn't a goal of adjustment letters?

- a) To recommend an employee**
- b) Rectification of the wrong
- c) Promotion of further business
- d) Regaining customer confidence

7. What is a formal communication written for a specific purpose called?

- a) Minutes
- b) Agenda
- c) Notice
- d) Report**

8. Technical reports have an/a \_\_\_\_\_ approach whereas literary writings have an/a \_\_\_\_\_ approach.

- a) Subjective, Objective
- b) Objective, Subjective**
- c) Mixed, Subjective
- d) Objective, Mixed

9. What is not a disadvantage of Telephonic Interview?

- a) No observation
- b) Difficult to secure privacy
- c) Less chance of refusal by respondents**
- d) Detailed data not available

10. What is the advantage of questionnaires?

- a) Respondent is always identified
- b) Questions are different for different people
- c) Different respondents will provide various answers based on how they interpret the questions, giving more than one answer to the problem.
- d) Bias of interviewer is eliminated**

11. In note-making, which type of punctuation marks are used in pairs, one at the beginning of the quoted text and one at the end, while quoting an author?

- a) Ellipsis
- b) Hyphen
- c) Quotation marks**
- d) Parentheses

**III. Given below are multiple select questions having five options. Select the most suitable options as your answer. 4 Marks**

12. What is the purpose of questionnaires?

- a) To survey large number of people**
- b) To waste time
- c) Seek clarification**
- d) To include multiple perspectives
- e) To find interesting answers

13. What are the primary ways of Data collection?

- a) Library
- b) Investigation**
- c) Internal sources
- d) Personal observation**
- e) Information apps