**Soft Skills Assignment: MCQ Based Questions**

**Section A: Ethics in Business Communication**

1. Which of the following is a key principle of ethical communication?

a) Ambiguity

b) Manipulation

c) Transparency

d) Aggression

2. Plagiarism in business reports is a violation of:

a) Emotional Intelligence

b) Ethical Standards

c) Leadership Skills

d) Time Management

3. Which of the following reflects ethical behavior in communication?

a) Selective transparency

b) Concealing mistakes

c) Giving credit where it’s due

d) Withholding information for control

4. Ethical dilemmas in the workplace are best resolved by:

a) Ignoring them

b) Gossiping about them

c) Applying company values and principles

d) Following peer pressure

**Section B: Personality Development**

5. Which of the following traits is NOT considered part of personality development?

a) Self-awareness

b) Laziness

c) Confidence

d) Communication skills

6. A well-developed personality helps in:

a) Losing friends

b) Poor decision-making

c) Better social interaction

d) Ignoring feedback

7. Personality development programs often include:

a) Public speaking, grooming, and confidence-building

b) Silence and seclusion

c) Only technical skills training

d) Focus on outer appearance only

8. Which of these is a sign of an underdeveloped personality?

a) Flexibility in approach

b) Inability to take criticism

c) Positive body language

d) Willingness to learn

**Section C: Time Management**

9. The 80/20 rule in time management is also known as:

a) Johari principle

b) Parkinson’s Law

c) Pareto Principle

d) Maslow’s Hierarchy

10. Which tool is best for prioritizing tasks?

a) SWOT chart

b) Emotional wheel

c) Eisenhower Matrix

d) Feedback form

11.The first step in managing time effectively is:

a) Making excuses

b) Procrastinating

c) Setting clear goals

d) Multitasking

12. Which of these habits often leads to poor time management?

a) Prioritizing tasks

b) Scheduling breaks

c) Constant distractions

d) Delegation

**Section D: Leadership Skills**

13. Transformational leadership focuses on:

a) Maintaining status quo

b) Inspiring and motivating others

c) Task delegation only

d) Fear-based control

14. A good leader is:

a) Authoritative and inflexible

b) Self-centered

c) Visionary and empathetic

d) Indifferent to team needs

15. Delegation is important because:

a) It reduces accountability

b) It shows laziness

c) It empowers team members

d) It helps leaders avoid responsibilities

16. A situational leader:

a) Uses the same leadership style in every situation

b) Adapts leadership style based on circumstances

c) Avoids making decisions

d) Depends only on authority

**Section E: Emotional Intelligence**

17. Emotional intelligence is mainly about:

a) IQ

b) EQ

c) Physical fitness

d) Technical skills

18. A person with high emotional intelligence is likely to:

a) React impulsively

b) Be insensitive

c) Show empathy

d) Avoid feedback

19. Managing your own emotions and understanding others’ emotions is part of:

a) Self-concept

b) Emotional intelligence

c) Analytical ability

d) Leadership hierarchy

20. A sign of low emotional intelligence is:

a) Recognizing stress triggers

b) Being defensive and blaming others

c) Showing patience

d) Practicing empathy

**Section F: Team Building**

21. The essence of team building is:

a) Competition

b) Isolation

c) Collaboration

d) Individualism

22. Team synergy refers to:

a) Total effort = sum of individual efforts

b) Total effort < individual efforts

c) Total effort > sum of individual efforts

d) No combined effort

23. A diverse team is likely to:

a) Have more conflict

b) Offer creative solutions

c) Struggle with communication always

d) Be unproductive

24.One of the biggest threats to team performance is:

a) Too many meetings

b) Clear expectations

c) Lack of trust among members

d) Cross-functional roles

**Section G: Interpersonal Skills**

25. Active listening involves:

a) Interrupting frequently

b) Passive nodding

c) Giving full attention and feedback

d) Ignoring non-verbal cues

26. Which one is an example of a barrier to interpersonal communication?

a) Clarity

b) Empathy

c) Prejudice

d) Respect

27.Which of the following strengthens interpersonal relationships?

a) Interrupting often

b) Holding grudges

c) Active listening and mutual respect

d) Avoiding interactions

28.Which quality is most crucial for interpersonal effectiveness?

a) Technical expertise

b) Humor only

c) Emotional balance and communication clarity

d) Authority

**Section H: SWOT Analysis**

29. In SWOT, the ‘T’ stands for:

a) Talent

b) Trends

c) Threats

d) Techniques

30. Which of the following is an example of a ‘Weakness’ in SWOT?

a) Strong customer base

b) Lack of technical knowledge

c) New market opportunity

d) Upcoming government support

31.An organization’s ‘Opportunities’ in SWOT are:

a) Weak areas to improve

b) External factors that can be leveraged

c) Strengths within

d) Threats to be avoided

32. SWOT analysis is primarily used for:

a) Conflict resolution

b) Resource planning

c) Strategic decision-making

d) Budget forecasting

**Section I: Johari Window**

33. The ‘Blind Spot’ quadrant represents:

a) Things we know about ourselves

b) Things others know but we don’t

c) Secrets we keep

d) Unknown to everyone

34. Increasing the ‘Open Area’ in the Johari Window is done by:

a) Hiding your emotions

b) Avoiding feedback

c) Seeking feedback and self-disclosure

d) Ignoring team input

35.The ‘Hidden Area’ of Johari Window is where:

a) Nothing is known

b) You know things about yourself but others don’t

c) Public knowledge exists

d) Others give you regular feedback

36.To reduce the ‘Unknown Area,’ one must:

a) Remain secretive

b) Avoid risks

c) Seek new experiences and feedback

d) Control all communication