Campus to Corporate Final Assessment

Total points 100 Passing Score 80% and above

Question 1 (10Marks)

**What are the main aspects of Self Introduction?**

The main aspect of Self Introduction is being able to be clear and concise in your mindset. It must be short and catchy to the person listening it. Certain things that one should be aware about is that he/she mustn’t spill out all beans. By that, I mean they must take care to make an impact and leave an impression in the listener’s mind by making it more imaginary and well-articulated.

Question 2 (10Marks)

**What are the three important factors in Verbal communication?**

* Interest
* **Power**
* Opportunity
* **Pace**
* **Pause**

Question 3 (10Marks)

**What are the key elements you need to have in your presentation?**

The key elements that one needs to have in presentation are as follows:

* Make use of pictorial representation to create a sense of imaginary vision and feel connected.
* Slides in number.
* 5 Bullets with 7 Words Each.
* Full Stops.
* Clickers.
* Fonts and colors that we choose.
* Black over white.

Question 4 (10Marks)

**What are the important factors you need to be aware of before creating the presentation?**

The important factors that one needs to be aware of before creating the presentation are as follows:

* Know your target audience.
* Know the size of the audience and the range of age group.
* Grammatical errors.
* Slide Numbers.
* Context of the presentation.
* Spell-Check.
* Proofreading of the content.

Question 5 (10Marks)

**Which are the three most important ‘P’s in the presentation?**

* **Prepare**
* Prejudice
* **Practice**
* Platform
* **Perform**

Question 6(10Marks)

**What is the turnaround time to reply to an email? Name the important elements/format of an email writing.**

The turnaround time to reply to an email is generally about **24 hours**.

The important elements/format of an email writing are listed as follows:

* The recipient’s email in the ‘To’ section is very essential and is usually filled at the end as a precaution of sending unfinished mail.
* The Courtesy copy (Carbon copy) ‘Cc’ section is filled with those user emails who just needs to know about the mail that is being sent to the recipient.
* The Broadcast Courtesy copy (Broadcast Carbon copy) ‘Bcc’ section is used when one has to sent over the email in bulk or spam.
* The ‘Subject’ of the email becomes very necessary as one receives tons of mails in a day and hence needs to be catchy.
* The ‘Body’ of an email starts with the salutation and goes about addressing the problem and ends on by thanking the person that the mail is being sent to.
* ‘Signature’ of the email is the most essential part as in we let our contact details and other valuable information. So that the person can get back to us in case of some difficulties or queries.
* When attaching the file, firstly attach the file before sending over the email.

Question 7 (10Marks)

**Name any ten ways of getting more done in less time (Time management).**

* 80/20 Rule.
* Focus on key constraints.
* Divide large chunks of data into smaller ones.
* Take one barrel at a time.
* Pressure brings out the best out of you.
* Focus on Key Related Areas (KRA)
* Taking single handled task into consideration.
* Leverage your skillsets.
* Delay procrastination.
* Plan before executing.
* Do the most difficult tasks first.

Question 8 (10Marks)

**Identify the list of American values that were discussed in our training session (Max 5 values)**

* The 4th is generally looked as the 4th of July as it is celebrated as the Americans Independence Day.
* The Benjamin is termed to be $100 in the United States of America.
* I plead the 5th is used as a phrase when it comes to accepting something that you’ve done but don’t want to tell the reason.
* They are someone who greets by shaking hands with a firm grip and also at times with side hugs. Always greet by asking 'What are you doing?’
* They are generally closed as people who don’t show out their friendly nature until and unless we really get close. Meaning, the boundaries that they have set for themselves is strong.

**Which of the below are American holidays**

* President’s Day
* **Veterans’ Day**
* Gandhi Jayanthi
* Halloween
* Diwali
* **Martin Luther King’s Day**

Question 9 (10Marks)

**In which all ways does ‘Positive Thinking’ benefit us?**

Positive thinking benefits us in many ways. Particularly, it all boils down to the situations that we are put in. Even the greatest of greatest leaders believed in positive thinking. Being optimistic about the decisions we make is crucial in life. It’s all in the mindset when we manifest our thoughts in certain ways, it miraculously does fall in our favor. It can be one of the essential factors that differentiates between getting things done and not done.

Question 10 (10Marks)

**Who is a True Leader? (Explain in 2-3 sentences what we discussed)**

A true leader is one who takes the initiative first in whatever situation he/she is put in. Someone who grabs the opportunities at the right time. Leader’s are those who make others, leaders. They create more like them, and they are the role models who we look up to. A source of inspiration, motivation to excel in life is a true leader.