

SOFT SKILLS

ASSIGNMENT XI, JULY-OCTOBER 2020

Full Marks: 15

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

- a. One should not integrate audio-visual aids in your presentation. (T/F)
- b. Before starting your presentation, you should check the room and gadgets. (T/F)
- c. The beginning of a speech should aim at creating a rapport with the audience. (T/F)
- d. Speaking is seldom an innate human quality. (T/F)
- e. Lack of experience and confidence can lead to nervousness. (T/F)
- f. Welcome speeches should be brief and factual. (T/F)
- g. Interviews do not include any purposeful interpersonal communication between two individuals or sometimes more. (T/F)

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

1. Which of the following best defines a debate?

- A. A form of argumentative speech
- B. Any spontaneous argument
- C. Speech delivered by experts in the field
- D. None of the above

2. Which of the following best describes the use of visual aids during a presentation?

- A. To win over the audience in a deceptive way
- B. To integrate the contents and cover more points
- C. To concentrate on everyone in the crowd
- D. To exhibit one's profound knowledge

3. Which of the following is incorrect about effective presentation?

- A. An attractive beginning
- B. Rapid body movements
- C. Humour
- D. Both B & C

4. Which of the following is not a part of body language during a presentation?
- A. Eye contact
 - B. Appearance
 - C. Natural movement
 - D. Use of pauses
5. Topic, language, _____ are the ingredients of an effective speech.
- A. Pattern
 - B. Time
 - C. Both A & B
 - D. Nervousness
6. Which of the following should a job aspirant avoid during a job interview?
- A. Wear a gaudy outfit
 - B. Ogle at the interviewers
 - C. Answer the questions politely
 - D. Listen carefully before you answer
7. Which of the following is not a method of presentation?
- A. Soliloquy
 - B. Memorization
 - C. Extempore
 - D. Impromptu
8. Who among the following should not be recommended as referees in your resume?
- A. Former employers
 - B. Your professors
 - C. Your friend
 - D. Your relatives
