

## SOFT SKILLS

### ASSIGNMENT X, JULY-OCTOBER 2020

Full Marks: 15

#### I. Mark the following as True(T) or False (F):

- a) Speaking is a spontaneous phenomenon. (T/F)
- b) Speaking skills are important for maintaining social harmony and familial relationships. (T/F)
- c) A speaker/presenter should seldom create eye contact with his audience. (T/F)
- d) The purpose of speeches and presentation is to develop critical thinking. (T/F)
- e) Nervousness during oral presentation can be controlled by creating a rapport with the crowd. (T/F)
- f) Do not make use of stylistic changes while drafting your presentation. (T/F)
- g) During presentation, you should make use of high sounding and difficult words. (T/F)

#### II. *Given below are multiple choice questions having four options. Select the most suitable option(s) as your answer.*

1. Which of the following describes work ethics in an organization?
  - A. Moral virtues
  - B. Reliability
  - C. Initiative
  - D. All of the above
2. Which of the following is/are not the method/methods of presentation?
  - A. Impromptu
  - B. Introspection
  - C. Memorization
  - D. Both A & C
3. Effective Speaking skills are verbal communication coupled with\_\_\_\_\_.
  - A. Body language
  - B. Gestures
  - C. Gadgets
  - D. Both A & B
4. Which of the following is not a component of effective speaking?
  - A. Voice
  - B. Style

C. Delivery

**D. Venue**

5. Which of the following can be utilized by a debater to have an edge over others?

A. Silence

**B. Rebuttal**

C. Pauses

D. Slouching

6. Debate is a form of argumentative speech which includes\_\_\_\_\_.

A. Opinion

B. New ideas

C. Current topics

**D. All of the above**

7. What should you do when a group of audience members keep smiling and whispering during an oral presentation?

A. Ask them to be silent

**B. Take their smiles and whispers as complement**

C. Stare at them

D. Use big words

8. Speaking affects faster than writing because of its \_\_\_\_\_ quality.

A. Logical

**B. Emotive**

C. Adaptive

D. Suggestive

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