

**SOFT SKILLS**  
**ASSIGNMENT IX, JULY-OCTOBER 2020**

**Full Marks: 15**

**I. Fill in the blanks with appropriate words given as choices:**

- a. One of the advantages of a group discussion is its in-built \_\_\_\_\_ (correcting/rejecting/analysing) mechanism.
- b. An individual leader's style is \_\_\_\_\_ (fixed/changing/volatile).
- c. You should \_\_\_\_\_ (avoid/conduct/encourage) scheduling a meeting during a dead zone.
- d. Personality development is one of the \_\_\_\_\_ (disadvantages/ advantages) of group discussion.
- e. Before speaking in a group discussion, one should \_\_\_\_\_ (organise/recognize/valorise) one's ideas.
- f. You \_\_\_\_\_ (must/should/ should not) take extreme stance in a group discussion.
- g. To follow the organisational code of conduct is an \_\_\_\_\_ (ethical/unethical/illegal) practice.

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

1. Which of the following is not a characteristic of leadership?
  - A. Self-confidence
  - B. Intelligence
  - C. Initiative
  - D. Over confidence
  
2. Autocratic, democratic, and laissez-faire are \_\_\_\_\_.
  - A. Leadership traits
  - B. Leadership lapses
  - C. Leadership types
  - D. None of the above
  
3. Which of the following is not the task of a leader?
  - A. To write minutes in a positive language
  - B. To appoint secretary to take notes
  - C. To distribute minutes properly

D. To demonstrate superiority

4. Self-confidence, vision, and \_\_\_\_\_ are the features of charismatic leadership.

A. Environmental awareness

B. Over determinism

C. Both a & b

D. None of the above

5. In a group discussion language and style should be \_\_\_\_\_.

A. Persuasive

B. Flowery

C. Deceptive

D. Contradictory

6. Who is considered a bulldozer during a group discussion?

A. One who is excessively polite

B. One who frequently objects when others speak

C. One who tries to dominate the discussion physically and verbally

D. None of the above

7. Which of the following should be avoided while maintaining ethics at work place?

A. Plagiarism

B. Misrepresenting data

C. Distorting visuals

D. All of the above

8. What, according to you, is expected of individual behaviour in a group discussion?

A. Ideas

B. Articulation

C. Initiative

D. All of the above

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