

SOFT SKILLS**ASSIGNMENT VIII, JULY-OCTOBER 2020****Full Marks: 15****I. Fill in the blanks with appropriate words given as choices:**

1. The _____ of the work should be mentioned in the preface.
 - a) foreground
 - b) conclusion
 - c) **background**
 - d) all of the above
2. The logical inferences should be mentioned in the _____ of the report.
 - a) **conclusion**
 - b) preface
 - c) body
 - d) introduction
3. A comprehensive list of all books consulted for the preparation of a report is called a/an_____.
 - a) appendix
 - b) references
 - c) glossary
 - d) **bibliography**
4. The pompously and wordy use of language is called _____.
 - a) sophistication
 - b) **circumlocution**
 - c) magnification
 - d) amalgamation
5. Parts of sentences can be _____ by giving them more space to make information more effective.
 - a) de-stressed
 - b) ignored
 - c) **emphasized**
 - d) None of the above
6. A report should use _____ word order.
 - a) a sympathetic
 - b) an archaic
 - c) a tentative
 - d) **an emphatic**
7. The use of lengthy _____ strings should be discouraged in a report to make it reader friendly.
 - a) **noun**
 - b) verb
 - c) adjective
 - d) adverb

8. Cohesiveness and commitment are features of _____ dynamics.
- a) solo
 - b) group
 - c) individual
 - d) none of the above

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

1. Which among the following is true about a summary?
 - A. No equations, figures, tables.
 - B. Highlights most important features
 - C. Approx. 5-10% the size of the whole report.
 - D. Rhetorical language
2. Which of the following items serves as a window display of the whole report?
 - A. Title page
 - B. Preface
 - C. Frontispiece
 - D. Acknowledgement
3. Which is the last item of the back matter of a report?
 - A. Glossary
 - B. Bibliography
 - C. Reference
 - D. Index
4. Which of the following should be avoided in a report to make it authentic?
 - A. Excessive use of Modifiers
 - B. Active voice
 - C. Passive voice
 - D. Unfamiliar abbreviations
5. A faded word or a phrase which has lost its effectiveness because of overuse is called_____.
 - A. Jargon
 - B. Palindrome
 - C. Cliché
 - D. Idiom
6. Which among the following is/are true about task facilitating roles in a group?
 - A. Initiating
 - B. Controlling
 - C. Co-ordinating
 - D. Diverting
7. Which among the following is a disadvantage of a group?
 - A. Diverse views
 - B. Individual views are often ignored.
 - C. Creates sense of belonging
 - D. More Information
