

<p style="text-align: center;"><b>SOFT SKILLS</b></p> <p style="text-align: center;"><b>ASSIGNMENT VII, JULY-OCTOBER 2020</b></p>
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**Full Marks: 15**

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

1. Technical reports are written on one's own initiative. T/F
2. Routine reports use a mixed proforma. T/F
3. Special reports follow no standard format. T/ F
4. While using observation as a method for collecting data, being prejudiced is the right attribute. T/F
5. Personal observation and investigation are primary sources of data collection. T/F
6. Questions used in a questionnaire should conform to clarity of purpose and dexterous use of language. T/F
7. The basis of classifying a report are frequency, formality and length. T/F
8. Members are selected from the population in some non-random manner in probability sampling method. 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 is/are true about the characteristics of a technical report?  
**A. Formal communication**  
B. Informal communication  
C. Written for a general purpose  
**D. Written for a specific purpose**
2. Which among the following is not the objective of a report?  
A. To update progress.  
B. To provide with cross fertilization of ideas.  
**C. To produce result in oral forms.**  
D. To create awareness.
3. Which among the following is not a feature of management reports?  
A. Journalistic language and tone  
**B. Technical in nature**  
C. Focus on results  
D. Readers interested in finer parts
4. Which among the following are the preparatory steps for report writing?  
A. Choose a random method for data collection  
**B. Identify your purpose and scope**  
C. Overlook the audience

**D. Make an outline**

5. Which among the following is a disadvantage of telephonic interview?
  - A. Covers wide range of people.
  - B. **Arduous to secure privacy.**
  - C. Requires proper planning and knowledge of non-verbal cues.
  - D. Less chance of refusal by respondents.
6. Which among the following are advantages of a personal interview?
  - A. **Interviewer can control the situation.**
  - B. Misinterpret questions.
  - C. Create misunderstandings.
  - D. **Secure replies both verbally and non-verbally.**
7. Which among the following is not advisable about note-making?
  - A. Make a summary of opinions.
  - B. **Avoid abbreviations.**
  - C. While reproducing an author's words use quotation marks.
  - D. Use note cards.

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