

NPTEL

Soft Skills

Week: 9

A. Select any two most appropriate options as your answer from the choices given below:

1. Which of the following are mandatory for effective group performance?
 - a) **Thinking of self and the group**
 - b) Keeping the ball with oneself
 - c) **Sharing time fairly**
 - d) Speaking without listening to others
2. Which of the following are the objectives of a group discussion?
 - a) Contention
 - b) Monotonous learning
 - c) **Cooperation**
 - d) **Dialogic learning**
3. Which of the following points must be kept in mind, while preparing for a group discussion?
 - a) Be inconsiderate
 - b) **Be organized**
 - c) Be verbose
 - d) **Be polite**
4. Which of these must be avoided, while participating in a group discussion?
 - a) Identification of opponents
 - b) Precision of thoughts
 - c) **Digression from the points**
 - d) **Impudence in tone**
5. In order to be ethical, which of the following things must be followed by an employee?
 - a) Criticizing the organization
 - b) Leaking confidential information
 - c) **Maintaining the integrity of the company**
 - d) **Following the organizational code of conduct**

B. Select the most appropriate option as your answer from the choices given below:

6. One person makes decisions according to his ideas and understanding on behalf of the whole group. To which category does this style refer?
 - a) Democracy
 - b) Autocracy**
 - c) Bureaucracy
 - d) Plutocracy
7. What is the full form of LPC in Fielder's Model of Leadership?
 - a) Low Performing Coworker
 - b) Least Popular Coworker
 - c) Least Preferred Coworker**
 - d) Lenient Performing Coworker
8. Which of the following is not the purpose of the meeting?
 - a) Information sharing
 - b) Problem-solving
 - c) Disparaging**
 - d) Decision making
9. Which of the following is not the characteristic of a good leader?
 - a) Democratic
 - b) Enthusiastic
 - c) Rational
 - d) Impulsive**
10. Which of the following are not included as the rights of an employee working in a firm/ company?
 - a) Right to freedom
 - b) Right to fair wages
 - c) Right to exaction**
 - d) Right to safe working conditions