

NPTEL

Soft-Skills

Week -1

A. Select the best suitable option from the choices given below:

1. Which of the following is not a part of soft skills?
 - a) Effective Communication
 - b) Flexibility
 - c) Rigidity**
 - d) Team dynamics
2. Which of the following does not come under the skills of Effective Communication?
 - a) Listening
 - b) Speaking
 - c) Reading
 - d) Pretending**
3. How much time must be spent on listening for Effective communication?
 - a) 50-60%
 - b) 20-30%
 - c) 60-75%**
 - d) 70-80%
4. What ensures that the communication process is complete?
 - a) Encoding
 - b) Decoding
 - c) Medium
 - d) Feedback**
5. Who formulates the idea during communication?
 - a) Receiver
 - b) Sender**
 - c) Intermediary
 - d) Medium

B. Select any of the two most appropriate options as your answer.

6. Which of these can be categorized as traits of soft skills?
 - a) Personal biases
 - b) Social graces**
 - c) Friendliness**
 - d) Impudence

7. For effective written communication which of the following things should be taken care of?
 - a) Criticizing
 - b) Negotiation
 - c) Organization of ideas**
 - d) Unity, Coherence and Logic**

8. What is the basic difference between the theories of Freud and Alder?
 - a) Freud focuses on sexuality whereas Alder focuses on fictional finalism.**
 - b) Freud's theory is driven by pleasure principle whereas Alder's theory is driven by perfection**
 - c) Freud talks about aggression whereas Alder talks about repression
 - d) Freud talks about superiority complex whereas Alder talks about inferiority complex

9. What do the yellow hat and the green hat signify?
 - a) **Generating ideas**
 - b) Patronizing emotion including anger
 - c) Having negative mindset
 - d) Organizing and controlling thought**

10. Which of the following are the characteristics of Group Communication?
 - a) One way communication
 - b) Rigidity
 - c) Discussions**
 - d) Immediate feedback**