

NPTEL
SOFT SKILLS

WEEK –10

A. Choose the best suited option from the options given below.

1. Who said, “Men of few words are the best men”?
 - a. T.S. Eliot
 - b. William Shakespeare**
 - c. John Keats
 - d. Sidney Sheldon
2. Who said, “A thing of beauty is joy forever”?
 - a. P.B. Shelley
 - b. Walter Scott
 - c. S.T. Coleridge
 - d. John Keats**
3. Which of the following is not a component of effective speaking?
 - a. Voice
 - b. Vocabulary
 - c. Audience
 - d. Antagonism**
4. Which of the following should not be the purpose of good speaking skills?
 - a. Convincing others
 - b. Establishing credibility
 - c. Maintaining social and business relationships
 - d. Deceiving others**
5. Which of the following do/does not help in overcoming stress while speaking?
 - a. Deep breathing
 - b. Speaking slowly and distinctly
 - c. Positive mindset
 - d. Hasty attitude**

B. Write True or false against the following statements:

6. Rapid heartbeats and trembling hands are the symptoms of nervousness.
 - a. **True**
 - b. False
7. Using reference books and brainstorming helps in deciding on a topic.
 - a. **True**
 - b. False
8. Bringing animation and spontaneity does not help in the preparation of an oral presentation.
 - a. True
 - b. **False**
9. In an oral presentation small group of audiences and the use of visual aids help in making the presentation more effective.
 - a. **True**
 - b. False
10. Knowledge about the age, background, sex, and education of the audience makes speaking/ addressing the audience easier.
 - a. **True**
 - b. False