

NPTEL
SOFT SKILLS
WEEK –7

A. Fill in the blanks with most suitable answer.

1. One of the salient features of report writing is..... the details of a project.
 - a. **To update**
 - b. To antique
2. is necessary while writing a technical report.
 - a. Temporary structure
 - b. **Fixed structure**
3. said “To be able to ask a question clearly is two-thirds of the way to getting it answered”
 - a. Ruskin Bond
 - b. **John Ruskin**
4. Abstract isandpiece of writing.
 - a. **clear, concise**
 - b. large, detailed
5. Technical reports generally have a
 - a. Subjective approach
 - b. **Objective approach**

B. Choose any two of the following options as your answer.

6. Which of the following are salient features of report writing?
 - a. It should not have a clear purpose.
 - b. **It is a formal piece of writing.**
 - c. **It should have a specific purpose.**
 - d. It should not be a factual account.
7. What are the features of special report writing?
 - a. Its objectives are not very clear.

- b. It is written during critical hours.**
 - c. Meticulous use of language.**
 - d. Report writer does not pay much attention.
- 8. Which of the following belongs to the preparatory steps of report writing?
 - a. Identification of purpose and scope**
 - b. Making an outline**
 - c. Disorganising the material
 - d. Selecting the random samples
- 9. What are the precautions one needs to take care of while writing a report?
 - a. Avoid being prejudiced**
 - b. Always make personal comment
 - c. Ignore obstructions**
 - d. No need to be precise
- 10. Which of the following advantages are provided by a telephonic interview?
 - a. It helps in saving time and rigors of travel.**
 - b. It covers wide range of people.**
 - c. It takes more time.
 - d. It does not require any proper planning.