

Soft Skills

WEEK 11

A. Select the most appropriate option as your answer in the following:

1. Which is essential for delivering an effective presentation?
 - a. Non-emphatic tone
 - b. Use of complex vocabulary
 - c. Repetitive approach
 - d. Effective body language**

2. Who among the following wrote the famous play, *Julius Caesar*?
 - a. Christopher Marlowe
 - b. William Shakespeare**
 - c. Thomas Kyd
 - d. John Marston

3. Why does a speaker often adjust his/ her tone of speech?
 - a. To make the conversation less engaging
 - b. To clarify the message**
 - c. To confuse the listener
 - d. To reduce the importance of the message

4. Which of the following steps is not included in the process of job interviews?
 - a. Screening of applications
 - b. Conflict resolution**
 - c. Appraisal of CVs
 - d. Psychological Tests

5. Which among the following best characterizes a commemorative speech?
 - a. A speech to honour the memory of a great person posthumously**
 - b. A speech to praise a person for his achievements
 - c. A speech to introduce a person or his achievements

- d. A speech to the guests/audience members

B. Fill in the blank with the most appropriate answer:

- 6.indicate words or phrases that guide the audience through the location of the presentation. (**Signposts**/ Transitions)
- 7. Curriculum vitae is a word. (Greek/ **Latin**)
- 8. A superior man isin his speech but exceeds his actions. (**modest**/ostentatious)
- 9. A summary at the beginning of the CV acts as a (**preface**/foreword)
- 10. A faded word or a phrase which has lost its effectiveness because of overuse is called _____. (jargon/**cliché**)