

Soft Skills

Week 5

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

1. What does 'allness syndrome' in categorical thinking lead to?
 - a. Enhanced clarity in communication
 - b. Increased flexibility in thinking
 - c. Improved interpersonal relationships
 - d. **Communication breakdown**
2. Which of the following traits should a person maintain to be an ethical communicator in an organization?
 - a. Use ambiguous language
 - b. **Ensure formality and transparency in all communications**
 - c. Make far-fetched predictions
 - d. Prioritize personal opinions over factual information
3. Which of the following poets wrote, "I celebrate myself, and sing myself, And what I assume you shall assume, For every atom belonging to me as good belongs to you"?
 - a. **Walt Whitman**
 - b. Robert Frost
 - c. Emily Dickinson
 - d. Langston Hughes
4. Which of the following appropriately describes the primary goal of advanced writing skills?
 - a. To use complex vocabulary unnecessarily
 - b. **To communicate ideas clearly and effectively**

- c. To increase the length of written documents
 - d. To confuse the reader with intricate language
5. Which of the following does not contribute to communication breakdown?
- a. Differing background
 - b. Faltering with words
 - c. **Mutual understanding**
 - d. Uncertainty about content

B. Fill in the blanks with the most appropriate option given below:

1. In pattern topics or subjects are broken into subtopics or categories. (spatial/
categorical)
2. is the practice of crediting sources of information used in writing.
(Plagiarism/**Citation**)
3. is known as the father of English essays. (**Francis Bacon**/Charles Lamb)
4. Messages withoutphrases and redundant expressions are easier to comprehend.
(**flabby**/glassy)
5. Communication breakdown often occurs due to use of jargon which distorts the message during transmission.
(**extensive**/ minimal)