

NPTEL

Soft Skills

Week-12

A. Choose the most appropriate option as your answer from the answers given below:

1. What are the things that one must avoid while writing a resume?
 - a) **Overgeneralised statements**
 - b) Descriptive phrases
 - c) Minimal punctuation
 - d) Objective-specific statement
2. Which of the following is an example of a Closed question?
 - a) What is your area of expertise?
 - b) How did you happen to come about this job?
 - c) **Where did you receive your first professional training?**
 - d) Why do you consider yourself suitable for this job?
3. When an interviewee is asked about the reputation of a particular service/ company, he wants to join, this kind of question is known as:
 - a) Probing question
 - b) **Leading question**
 - c) Loaded question
 - d) Hypothetical question
4. Which of the following is a plural noun?
 - a) Politics
 - b) News
 - c) Physics
 - d) **Police**
5. Words like appraise, apprise; compliment, complement; etc. are examples of:
 - a) Acronyms
 - b) Synonyms
 - c) **Homonyms**
 - d) Antonyms

B. Write True or False against the following statements:

6. The Education section of the resume begins with the highest level of educational achievement.
 - a) **True**
 - b) False
7. Action phrases are used to highlight the duties performed by the candidate in the resume.
 - a) **True**
 - b) False
8. Emotional intelligence refers to the measure of intellectual abilities and potential of a person.
 - a) True
 - b) **False**
9. When 'none of' refers to a countable noun in its plural form, the verb can be either singular or plural.
 - a) **True**
 - b) False
10. When subjects joined by either... or, neither...nor differ in number and person, the verb agrees with the most distant subject.
 - a) True
 - b) **False**