Topic no.-3 MCQ & True or False

1. An _____ is a formal meeting in which a person or persons question, consult or evaluate another person or persons.

A] interview
B] delivery of speech
C] group discussion
Ans :- A] interview

2. The person who questions the candidate during the interview is known as ____.

A] interviewee
B] interviewer
C] communicatee
Ans:- B] interviewer

3. An _____ interview is a kind of grievance interview.
   A] promotion
   B] exit
   C] problem
   Ans:- B] exit
4. The candidate answering the questions during the interview is known as _____.
   A] interviewer
   B] interviewee
   C] communicator
   Ans:- B] interviewee
5. Listening is a conscious, positive act, requiring will power.
   A] Talking
   B] speaking
   C] Listening
   Ans:- C] Listening
6. The tendency to criticize the speakers manner, appearance, voice etc. is a cause for poor _____.
   A] listening
   B] speaking
   C] evaluating
   Ans.:- A] listening
7. _____ is a sociological term which refers to the cluster of personality traits, social graces, ability with language, personal habits etc.
   A] Hard skill

B] Soft skill
C] Technical skill
Ans:- B] Soft skill

8. _____ is mostly unstructured.
A] Speech
B] Group discussion
C] Dialogue
Ans:- B] Group discussion

9. A discussion by and among a group of people is known as _____.
A] Group discussion
B] Interview
C] Speech
Ans:- A] Group discussion

10. A brief discussion of a defined topic delivered to a public audience in order to impart knowledge is known as ____ .
A] group discussion
B] speech
C] oral presentation
Ans:- C] oral presentation

11. Smooth transition between topics and slides is necessary during _____ .
A] group discussion
B] oral presentation
C] listening
Ans:- B] oral presentation

12. Receiving, Interpreting, Remembering, Evaluating and Responding are the elements in the process of _____.
A] writing
B] speaking
C] listening
Ans:- C] listening

13. Conversation, Speeches, Oral presentations, Dialogues and Group Discussions are the types of _____.
A] Talking
B] Speaking
C] listening
Ans:- B] Speaking

14._____ as the ability to produce articulation, sounds or words to express, to say, to show and to think about ideas, taught and feeling.

A] Speaking
B] oral presentation
C] listening
Ans. A] Speaking

15._____ is a term in which the listener listens to the one who produced the sound to be listened.
A] Talking
B] Speaking
C] listening
Ans. C] listening

16._____is the process of organizing and planning how to divide your time between specific activities.

Ans.-A] Time management
B] Speaking
C] oral presentation
Ans. A] Time management

17._____means refers to our ability to solve problems in an effective and timely manner without any impediments.

A] Time management
B] Problem solving skills
C] Interview
Ans.- B] Problem solving skills

18._____means a discussion group is a group of individuals with similar interest who gather either formally or informally to bring up ideas, solve problems or give comments**.**
A] Group discussion
B] Interview
C] Speech
Ans.- A] Group discussion

19.An_____ is a formal meeting at which someone is asked questions in order to find out if they are suitable for a job or a course of study.
A] interview
B] delivery of speech
C] group discussion
Ans :- A] interview

20._____is the process of building and sharing meaning through the use of verbal and non-verbal symbols, in a variety of contexts.
A] Talking
B] Speaking

C] listening

Ans. C] listening

21. An _____is a short talk on a set topic given to a tutorial or seminar group.

A] oral presentation

B] interview

C] group discussion

Ans. A] oral presentation

True or False

1. Soft Skill is the ability required and expected from persons for finding a suitable job, its maintenance and promotion.

   A] True

   B] False

   Ans.- A] True

2. Speaking is personal management skills such as attitudes and behaviour that drives one's potential for growth and team work skills.

   A] True

   B] False

   Ans.- B] False

3. Team building exercises can be very beneficial in helping employees develop this skill.

   A] True

   B] False

   Ans.- A] True

4. When an employee leaves the company, he is interviewed either by his immediate superior or by the HRD manager this interview is called an exit interview.

   A] True

   B] False

   Ans.- A] True

5. The person who questions the candidate during the interview is known as interviewee.

   A] True

   B] False

   Ans.- B] False

6. A discussion by and among a group of people is known as Group discussion.

   A] True

B] False
Ans.- A] True

7. The candidate answering the questions during the interview is known as interviewee.
   A] True
   B] False
   Ans.- A] True
8. Problem-solving skills help you determine the source of a problem and find an effective solution.
   A] True
   B] False
   Ans.- A] True
9. Improving your personal time management abilities can be your most important liability.
   A] True
   B] False
   Ans.- B] False
10. Formal interview is also called planned interview.
    A] True
    B] False
    Ans.- A] True
11. Individual Interview means a ‘One-To-One’ interview.
    A] True
    B] False
    Ans.- A] True
12. Exit interview is taken to find out why the employee is leaving the company.
    A] True
    B] False
    Ans.- A] True
13. A group interview is similar to a group discussion.
    A] True
    B] False
    Ans.- A] True
14. Unstructured Interview preplanned interview.
    A] True
    B] False
    Ans.- B] False
15. Structured interviews are preplanned interview.
    A] True

B] False
Ans.- A] True

16. Cross-cultural communication in the workplace opens the door for potential misunderstanding of both spoken words and nonverbal communication.
A] True
B] False
Ans.- A] True

17. Group discussion is mostly unstructured.
A] True
B] False
Ans.- A] True

18. Personal grooming is the term for how people take care of their body and appearance.
A] True
B] False
Ans.- A] True

19. Soft Skill is a sociological term for a person's "EQ" (Emotional Intelligence Quotient).
A] True
B] False
Ans.- A] True

20. An oral presentation is a short talk on a set topic given to a tutorial or seminar group.
A] True
B] False
Ans.- A] True
