

SOFT SKILLS

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Unit - 1

1. Term 'soft skills' is often used as a synonym for:
 - A. Labor skills
 - B. People skills
 - C. Technical skills
 - D. Competence skills
2. Which of the following is not part of soft skills:
 - A. Certificates
 - B. Communication
 - C. Time management
 - D. Leadership
3. Soft skills include:
 - A. Conflict resolution
 - B. Creative thinking
 - C. Networking
 - D. All of the above
4. Subtle behaviors and communication styles that are used in the work environment and interactions with others are called:
 - A. Hard skills
 - B. Soft skills
 - C. Computer skills
 - D. Time management
5. Hard skills are _____ skills used to perform daily job functions.
 - A. Subtle
 - B. Time management
 - C. Creative thinking
 - D. Technical
6. Competence or skills expected from a professional is
 - A. Appearance
 - B. Attitude
 - C. Respect
 - D. Professionalism

7. Non - verbal communication does not include:
- A. Eye contact
 - B. Posture
 - C. Words/ sounds
 - D. Facial expression
8. What body language shows you are listening?
- A. Turning away from speaker
 - B. Nodding and making eye contact
 - C. Looking out of the window
 - D. All of the above
9. Which of the following is responsible for increasing your confidence?
- A. Domain expertise
 - B. Repetition
 - C. Judgement
 - D. All of the above
10. What is one way to demonstrate professionalism at work?
- A. Treat others with respect
 - B. Take many breaks to gossip with other employees
 - C. Help with a project and make sure you get all of the credit
 - D. Tell everyone private personal details about your boss
11. If you want to complain, what is the best way to behave?
- A. Stay calm but stick to your point.
 - B. Gets very angry.
 - C. Cry.
 - D. Shout at others.
12. Which of the following is an example of a soft skill that allows a person to convey ideas and influence change?
- A. Self-motivation
 - B. Communication
 - C. Technological proficiency
 - D. Personal accountability
13. ___ is a combination of knowledge, skills and appropriate motives that an individual must possess to perform a given task.
- A. Persistence
 - B. Initiative
 - C. Competency
 - D. Creativity
14. ____ leader does not have any trust and confidence in subordinates.
- A. Benevolent
 - B. Exploitative

- C. Participative
- D. Democratic

15. The feeling of self-awareness enhances our.....

- A. Self-regulation
- B. Self-monitoring
- C. Self-confidence
- D. All of the above

Unit - 2

1. What is vertical career planning?

- A. A career plan that focuses on advancing to a higher position within the same field or organization.
- B. A career plan that involves switching careers horizontally.
- C. A career plan that focuses on developing skills in a variety of fields.
- D. A career plan that involves taking on multiple part-time jobs.

2. What is the main goal of vertical career planning?

- A. To achieve work-life balance.
- B. To switch careers frequently.
- C. To constantly seek new job opportunities.
- D. To progress in one's career by moving up the organizational hierarchy.

3. Which of the following is a characteristic of vertical career planning?

- A. Changing jobs frequently.
- B. Staying in the same role for a long time.
- C. Focusing on building a wide range of skills.
- D. Moving up the corporate ladder by taking on more responsibilities and leadership roles.

4. What is a common strategy for vertical career planning?

- A. Staying in the same job for the entire career.
- B. Avoiding any kind of change in the career.
- C. Networking and building relationships with influential people.
- D. Sticking to a single skill set and not expanding one's skill portfolio.

5. What does it mean to meet industry expectations?

- A. Comply with industry regulations
- B. Exceed industry standards
- C. Meet customer demands
- D. All of the above

6. Why is it important for businesses to understand industry expectations?
- A. To gain a competitive advantage
 - B. To meet customer needs
 - C. To ensure compliance with regulations
 - D. All of the above
7. What is the relationship between customer expectations and industry expectations?
- A. Customer expectations are a subset of industry expectations
 - B. Industry expectations are determined by customer expectations
 - C. Meeting industry expectations leads to meeting customer expectations
 - D. All of the above
8. Which of the following is not considered a soft skill in the context of management job profiles?
- A. Leadership
 - B. Time management
 - C. Technical expertise
 - D. Communication
9. Which of the following is an example of a communication soft skill?
- A. Being able to code in multiple programming languages.
 - B. Delivering effective presentations
 - C. Analyzing financial reports
 - D. Performing complex statistical analysis
10. Which soft skill is related to the ability to work well with others and build positive relationships?
- A. Problem-solving
 - B. Emotional intelligence
 - C. Decision-making
 - D. Project management
11. Which soft skill is about the ability to adapt to changing situations and learn from failures?
- A. Resilience
 - B. Critical thinking
 - C. Negotiation
 - D. Conflict resolution
12. What should you do if you receive a gift from a colleague at work?
- A. Politely refuse the gift
 - B. Accept the gift graciously and thank the colleague
 - C. Accept the gift and immediately reciprocate with a gift of similar value
 - D. Accept the gift and share it with your other colleagues
13. When is it appropriate to use your cell phone in a professional setting?
- A. During a meeting, as long as you're discreet
 - B. During a lunch break

- C. While giving a presentation
- D. Never, unless it's an emergency

14. How should you dress for a job interview?

- A. In casual attire
- B. In your most comfortable outfit
- C. In formal or professional attire
- D. It doesn't matter, as long as you're confident in your clothes

15. What should you do if you arrive late to a social event or a meeting?

- A. Sneak in quietly and find a seat
- B. Avoid drawing attention to your lateness
- C. Apologize and provide an explanation
- D. Walk in confidently without acknowledging your lateness

Unit - 3

1. What does "grooming" refer to?

- A. Caring for one's appearance and personal hygiene
- B. Training and preparing for a specific event
- C. Cleaning and maintaining household items
- D. Taking care of animals.

2. Why is grooming important?

- A. It helps improve physical health only
- B. It helps enhance social skills only
- C. It helps boost self-confidence and overall well-being
- D. It is not important

3. What does good posture contribute to grooming?

- A. It doesn't matter
- B. It can make you look confident and professional
- C. It can make you look lazy
- D. It is irrelevant to grooming

4. Which of the following is NOT a part of professional grooming for males?

- A. Well-groomed facial hair
- B. Clean and polished shoes
- C. Minimal use of cologne
- D. Bright and flashy accessories

5. Which of the following is an important element of professional grooming?

- A. Personal hygiene
- B. Fashion sense
- C. Communication skills
- D. All of the above

6. Why is personal hygiene important in professional grooming?

- A. It helps prevent the spread of germs
- B. It reflects positively on one's overall appearance
- C. It demonstrates respect for oneself and others
- D. All of the above

7. What does professional grooming for men generally involve?

- A. Wearing expensive clothes
- B. Having a well-groomed beard
- C. Having a trendy haircut
- D. Maintaining good personal hygiene

8. Which of the following is an important aspect of professional grooming for men?

- A. Wearing flashy jewellery
- B. Keeping nails long and untrimmed
- C. Keeping a clean-shaven face
- D. Wearing oversized clothes

9. What should be the appropriate length of a man's hair for professional grooming?

- A. Long and unruly
- B. Short and messy
- C. Neatly trimmed and styled
- D. Bald

10. How should women manage their body language in a professional setting?

- A. Slouching and avoiding eye contact
- B. Fidgeting and excessive hand gestures
- C. Maintaining good posture and making eye contact
- D. Crossing arms and looking away

11. Which of the following is considered appropriate jewellery for a professional setting?

- A. Chunky, oversized rings
- B. Dangling, noisy earrings
- C. Simple, understated jewellery
- D. Statement jewellery with bright colours

12. How should women manage their overall grooming in a professional setting?

- A. Neglecting personal grooming
- B. Overdoing makeup and accessories
- C. Maintaining a clean, polished look
- D. Ignoring the dress code

13. Which of the following is a DO for professional grooming during a job interview?

- A. Wearing a wrinkled shirt
 - B. Arriving with unkempt hair
 - C. Dressing in clean and pressed attire
 - D. Wearing strong perfume or cologne
14. Which of the following is a DON'T for professional grooming during a job interview?
- A. Keeping your nails clean and trimmed
 - B. Avoiding excessive jewellery or accessories
 - C. Wearing formal and appropriate footwear
 - D. Wearing casual or revealing clothing
15. What is a DO for grooming your hair for a job interview?
- A. Applying excessive styling products
 - B. Leaving your hair unwashed and greasy
 - C. Keeping your hair clean, neatly combed or styled
 - D. Dyeing your hair in bright or unnatural colours

Unit - 4

1. What is personal branding?
- A. A logo or tagline associated with a person
 - B. A way to market oneself to potential employers or clients
 - C. A form of self-promotion through social media
 - D. All of the above
2. Why is personal branding important?
- A. It helps establish credibility and expertise in a particular field
 - B. It can lead to better job opportunities and higher salaries
 - C. It allows individuals to differentiate themselves from competitors
 - D. All of the above
3. Which of the following is NOT a key element of personal branding?
- A. Consistency
 - B. Authenticity
 - C. Diversity
 - D. Clarity
4. Which pillar of personal branding involves defining your unique value proposition?
- A. Authenticity
 - B. Consistency
 - C. Clarity

D. Visibility

5. Why is visibility important in personal branding?

- A. It helps establish credibility
- B. It builds trust with your audience
- C. It sets you apart from others in your industry
- D. It creates opportunities to connect with others in your field

6. Which of the following is an example of consistency in personal branding?

- A. Maintaining a professional social media presence
- B. Expressing your genuine personality and beliefs
- C. Creating and promoting content that showcases your expertise
- D. None of the above

7. What is the first step in building a personal brand?

- A. Creating a website
- B. Establishing a social media presence
- C. Identifying your unique value proposition
- D. None of the above

8. Why is consistency important in personal branding?

- A. It helps establish credibility
- B. It builds trust with your audience
- C. It sets you apart from others in your industry
- D. All of the above

9. Which of the following is a common mistake people make when building their personal brand?

- A. Focusing too much on self-promotion
- B. Being too general in their messaging
- C. Failing to update their online presence regularly
- D. All of the above

10. Which of the following is an example of personal branding through social media?

- A. Posting photos of your vacation on Facebook
- B. Creating a professional profile on LinkedIn
- C. Tweeting about your favorite sports team
- D. None of the above

11. How does personal branding differ from corporate branding?

A. Personal branding is focused on individuals, while corporate branding is focused on companies

B. Personal branding is more about marketing and sales, while corporate branding is more about reputation and image

C. Personal branding is more informal and flexible, while corporate branding is more structured and formal

D. All of the above

12. How can personal branding help with networking?
- A. It helps establish credibility and expertise
 - B. It makes individuals more memorable and recognizable
 - C. It can lead to more referrals and recommendations
 - D. All of the above
13. How can personal branding benefit a company?
- A. It can increase brand awareness and recognition
 - B. It can establish a strong reputation and differentiate the company from competitors
 - C. It can attract and retain top talent
 - D. All of the above
14. What is the potential risk of relying too heavily on personal branding for a company's marketing efforts?
- A. It can overshadow the company's brand and message
 - B. It can create a fragmented and inconsistent image of the company
 - C. It can limit the company's potential for growth and expansion
 - D. None of the above
15. Which of the following is an example of a company that has successfully incorporated personal branding into its marketing strategy?
- A. Coca-Cola
 - B. Nike
 - C. Tesla
 - D. Apple

Unit - 5

1. Which element of effective communication refers to the information or content being conveyed?
- A. Message
 - B. Channel
 - C. Receiver
 - D. Feedback
2. Which element of effective communication refers to the means or method by which the message is delivered?
- A. Message
 - B. Channel
 - C. Receiver
 - D. Feedback

3. Which element of effective communication refers to the intended recipient of the message?
- A. Message
 - B. Channel
 - C. Receiver
 - D. Feedback
4. Which element of effective communication refers to the response or reaction of the recipient to the message?
- A. Message
 - B. Channel
 - C. Feedback
 - D. Context
5. Which of the following is an example of nonverbal communication?
- A. Speaking
 - B. Writing
 - C. Facial expressions
 - D. Texting
6. Which type of communication is more likely to convey emotions and attitudes?
- A. Verbal communication
 - B. Nonverbal communication
 - C. Both are equally likely to convey emotions and attitudes
 - D. Neither is likely to convey emotions and attitudes
7. What is the main difference between verbal and nonverbal communication?
- A. Verbal communication uses words, while nonverbal communication does not
 - B. Nonverbal communication uses body language, while verbal communication does not
 - C. Verbal communication is more effective than nonverbal communication
 - D. Nonverbal communication is more precise than verbal communication
8. Which of the following is NOT a barrier to effective communication?
- A. Cultural differences
 - B. Physical distance
 - C. Active listening
 - D. Language barriers
9. Which of the following is a barrier to effective communication?
- A. Clear and concise language
 - B. Active listening
 - C. Noise or distractions
 - D. Shared understanding of vocabulary
10. What is an important aspect of effective presentation skills?
- A. Speaking quickly and clearly
 - B. Using technical jargon
 - C. Engaging the audience

D. Avoiding eye contact

11. What is the purpose of a presentation?

- A. To impress the audience with technical jargon
- B. To inform the audience about a topic
- C. To confuse the audience with complex concepts
- D. To entertain the audience with jokes and anecdotes

12. Which of the following is a tip for effective presentation skills?

- A. Reading directly from the slides
- B. Using small font sizes on the slides
- C. Speaking in a monotone voice
- D. Maintaining eye contact with the audience

13. What is a common reason why people fear giving presentations?

- A. They are not knowledgeable about the topic
- B. They are not comfortable speaking in front of others
- C. They enjoy being the center of attention
- D. They do not care about the audience's opinion

14. What is a potential way to overcome the fear of giving presentations?

- A. Ignoring the fear and hoping it goes away
- B. Avoiding public speaking altogether
- C. Practicing the presentation ahead of time
- D. Focusing on the worst-case scenario

15. What is an important aspect of effective slide design to help a speaker overcome fear?

- A. Using a small font size
- B. Including too much text on each slide
- C. Including distracting animations or graphics
- D. Using simple and clear visuals

Unit - 6

1. Which type of speech is characterized by providing information or explaining a topic?

- A. Persuasive speech
- B. Informative speech
- C. Motivational speech
- D. Special occasion speech

2. Which type of speech aims to convince or persuade the audience to adopt a particular viewpoint?

- A. Persuasive speech

- B. Impromptu speech
- C. Commemorative speech
- D. Extemporaneous speech

3. Which type of speech is typically delivered at events such as graduations, weddings, or award ceremonies?

- A. Informative speech
- B. Persuasive speech
- C. Special occasion speech
- D. Demonstration speech

4. Which type of speech is typically delivered with some preparation and organization but without the use of a full script?

- A. Extemporaneous speech
- B. Demonstrative speech
- C. Special occasion speech
- D. Motivational speech

5. What is the main objective of an instructional or demonstrative speech?

- A. To entertain the audience
- B. To persuade the audience
- C. To inform the audience
- D. To provide step-by-step instructions or demonstrate how to do something

6. What is the primary purpose of an impromptu speech?

- A. To entertain the audience
- B. To persuade the audience
- C. To inform the audience
- D. To deliver a speech on the spot without prior preparation

7. What is the main goal of an extemporaneous speech?

- A. To entertain the audience
- B. To persuade the audience
- C. To inform the audience
- D. To deliver a well-prepared speech with some flexibility and spontaneity

8. What is the first step in writing a speech?

- A. Research the topic
- B. Write the conclusion
- C. Develop an outline
- D. Brainstorm ideas

9. What is the purpose of the introduction in a speech?

- A. To summarize the main points
- B. To engage the audience and grab their attention
- C. To provide background information
- D. To restate the thesis statement

10. Which element is essential in a speech's body?
- A. Jokes and humor
 - B. Personal anecdotes
 - C. Main points and supporting evidence
 - D. Emotional appeals
11. How can you make your speech more impactful?
- A. Using vague and ambiguous language
 - B. Speaking in a monotone voice
 - C. Incorporating vocal variety and gestures
 - D. Reading the speech directly from a script
12. What is a common technique to grab the audience's attention at the beginning of a speech?
- A. Providing a detailed agenda of the speech
 - B. Sharing personal stories or anecdotes
 - C. Reading a lengthy quote or passage
 - D. Using complex technical terms and jargon
13. What is the purpose of the attention-getter in the introduction of a speech?
- A. To introduce the main topic of the speech
 - B. To establish credibility as a speaker
 - C. To create a connection with the audience
 - D. To summarize the main points of the speech
14. Which statement best describes the role of the thesis statement in a speech?
- A. It serves as a roadmap for the speech.
 - B. It provides background information on the topic.
 - C. It outlines the specific structure of the speech.
 - D. It concludes the speech and leaves a lasting impact.
15. What is the importance of a smooth transition from the body to the conclusion of a speech?
- A. It helps the speaker remember the key points.
 - B. It allows for additional time to be added to the speech.
 - C. It signals to the audience that the speech is concluding.
 - D. It eliminates the need for a formal conclusion.

Unit - 7

1. What is the significance of effective verbal communication in interpersonal skills?

- A. It leads to misinterpretation and misunderstandings
 - B. It helps in hiding one's true thoughts and intentions
 - C. It enables clear and concise expression of ideas and thoughts
 - D. It involves using complex and technical language to impress others
2. What is the role of adaptability in interpersonal skills?
- A. Sticking to one's own opinions and perspectives
 - B. Resisting any change or new ideas
 - C. Being flexible and open to different situations and viewpoints
 - D. Avoiding any interaction or collaboration with others
3. What does collaboration involve in interpersonal skills?
- A. Dominating and controlling others in group activities
 - B. Isolating oneself and not contributing to group efforts
 - C. Working together with others to achieve a common goal
 - D. Competing with others to win at all costs
4. What should you do when engaging in a conversation with someone?
- A. Interrupt and dominate the conversation
 - B. Listen actively and show interest in the speaker
 - C. Talk loudly to make your point
 - D. All of these
5. How should you address someone you have just met?
- A. Use their first name immediately
 - B. Use a formal title until they suggest otherwise
 - C. Make up a nickname for them
 - D. None
6. What is appropriate to do when someone is speaking?
- A. Finish their sentences for them
 - B. Maintain eye contact and nod to show understanding
 - C. Look around and multitask
 - D. None
7. How should you handle disagreements or conflicts in a conversation?
- A. Raise your voice to make your point clear
 - B. Stay calm and respectful, focusing on understanding the other person's perspective
 - C. Walk away from the conversation
 - D. All of the above
8. Which type of conversation focuses on exchanging ideas, sharing personal experiences, and discussing a specific topic of interest?
- A. Small talk
 - B. Group discussion
 - C. Monologue
 - D. Lecture

9. What type of conversation involves exchanging information, instructions, or updates in a formal setting?

- A. Business meeting
- B. Casual conversation
- C. Interview
- D. Social gathering

10. Which type of conversation involves negotiating terms, reaching agreements, and finding a middle ground?

- A. Debate
- B. Conflict resolution
- C. Brainstorming
- D. Persuasion

11. Which type of conversation is typically informal, light-hearted, and involves casual chit-chat?

- A. Business negotiation
- B. Small talk
- C. Interview
- D. Conflict resolution

12. How should you respond to feedback received from others?

- A. Reject all feedback that doesn't align with your own views
- B. Disregard the feedback and continue with your current approach
- C. Acknowledge the feedback, evaluate its validity, and consider making changes if necessary
- D. Get defensive and argue against the feedback without considering its merits

13. What should be the tone of your feedback when providing constructive criticism?

- A. Sarcastic and mocking to add emphasis
- B. Friendly and casual to make it easier to digest
- C. Respectful and professional to promote a constructive dialogue
- D. Harsh and confrontational to ensure the message is clear

14. How can you make feedback more effective?

- A. Provide feedback in a public setting to add pressure
- B. Use general statements without providing specific examples
- C. Make the feedback subjective based on personal opinions
- D. Offer specific examples and provide actionable suggestions for improvement

15. How should you handle emotions when receiving criticism or feedback?

- A. React emotionally and confront the person giving the feedback
- B. Suppress your emotions and pretend the criticism didn't affect you
- C. Allow yourself to feel the emotions, but respond in a calm and composed manner
- D. Disregard the emotions entirely and focus solely on the feedback

Unit - 8

1. Which section of a resume typically includes information about an individual's education?
 - A. Objective statement
 - B. Work experience
 - C. Skills section
 - D. Education section
2. What is the purpose of a resume's objective statement?
 - A. To provide a summary of an individual's career goals
 - B. To explain the specific job an individual is applying for
 - C. To showcase an individual's relevant skills and qualifications
 - D. To highlight an individual's past work experience
3. How should the work experience section of a resume be presented?
 - A. In reverse chronological order, starting with the most recent position
 - B. In chronological order, starting with the oldest position
 - C. In no particular order, as long as the relevant experience is included
 - D. It doesn't matter; the order of work experience is not important
4. Which of the following is NOT a common mistake to avoid in a resume?
 - A. Including irrelevant personal information
 - B. Using generic language and buzzwords
 - C. Keeping the resume concise and one page long
 - D. Neglecting to proofread for spelling and grammar errors
5. What should be included in the header/contact information section of a resume?
 - A. Full name and current address
 - B. Phone number and email address
 - C. LinkedIn profile URL
 - D. All of the above
6. Which section of a resume is used to showcase an individual's work history and experience?
 - A. Objective statement
 - B. Education section
 - C. Skills section
 - D. Work experience section
7. How should work experience be listed in the work experience section of a resume?
 - A. Company name, job title, dates of employment, and job responsibilities
 - B. Company name, job title, dates of employment, and salary information
 - C. Job responsibilities only, without mentioning the company name or dates of employment
 - D. Job title, salary information, and a brief description of the company

8. Which of the following is a common error when listing skills in a resume?
- A. Including a mix of hard and soft skills
 - B. Providing specific examples or experiences related to each skill
 - C. Organizing skills into relevant categories
 - D. Omitting skills that are not directly related to the desired position
9. What is a common mistake to avoid in the proofreading process of a resume?
- A. Checking for consistency in verb tense usage
 - B. Reviewing for spelling and grammar errors
 - C. Ensuring proper punctuation and capitalization
 - D. Skipping the proofreading process altogether
10. What should be avoided when personalizing a CV?
- A. Including irrelevant personal information
 - B. Overloading the CV with excessive details or long paragraphs
 - C. Neglecting to proofread for spelling and grammar errors
 - D. All of the above
11. Why is it important to personalize the CV for each job application?
- A. To demonstrate a genuine interest in the specific position
 - B. To showcase how an individual's skills and experience align with the job requirements
 - C. To increase the chances of being selected for an interview
 - D. All of the above
12. What is digital profiling?
- A. The process of creating a digital representation of a person's physical characteristics
 - B. The practice of gathering and analyzing online data to create a profile of an individual
 - C. The act of building a comprehensive social media presence
 - D. The use of digital tools to assess a person's personality traits
13. What role does consent play in digital profiling?
- A. Consent is not required for digital profiling as the information is publicly available
 - B. Consent is required before collecting and analyzing personal data for profiling purposes
 - C. Consent is only required for sensitive information, such as financial or health data
 - D. Consent is not necessary if the profiling is conducted by governmental organizations
14. How can digital profiling impact personalization in online experiences?
- A. It allows websites and platforms to tailor content and recommendations to individual users
 - B. It enhances user experience by providing relevant and targeted information
 - C. It can lead to a filter bubble effect, limiting exposure to diverse perspectives
 - D. All of the above
15. What are some potential risks associated with digital profiling?
- A. Invasion of privacy and data breaches
 - B. Discrimination and bias in decision-making processes
 - C. Misinterpretation of online data leading to false assumptions
 - D. All of the above

Unit - 9

1. What is digital profiling?
 - A. The process of creating an online identity
 - B. The act of tracking and collecting data about individuals' online activities
 - C. The method of encrypting personal information on digital platforms
 - D. The practice of promoting products or services through social media
2. Why is digital profiling important?
 - A. It helps companies target advertisements more effectively
 - B. It allows individuals to protect their online privacy
 - C. It helps prevent cyberattacks and identity theft
 - D. It improves the overall performance of digital platforms
3. Which of the following is a potential benefit of digital profiling?
 - A. Increased online anonymity
 - B. Enhanced personalization of online experiences
 - C. Protection against online surveillance
 - D. Prevention of online tracking
4. What impact does digital profiling have on personalization?
 - A. It limits the ability to tailor online experiences to individual preferences
 - B. It enhances the personalization of content and recommendations
 - C. It reduces the need for personalization in digital platforms
 - D. It prevents any form of customization in online interactions
5. What is one of the key elements of digital profiling?
 - A. Social media presence
 - B. Online purchase history
 - C. Internet connection speed
 - D. Email address
6. Which of the following elements is collected through cookies and website tracking?
 - A. Location data
 - B. Gender
 - C. Occupation
 - D. Educational background
7. What does geolocation data refer to in digital profiling?
 - A. Information about an individual's internet service provider
 - B. The physical location of a device or individual based on IP address
 - C. The number of times an individual visits a specific website
 - D. The type of web browser used by an individual

8. Which element of digital profiling involves tracking an individual's online behavior?
- A. Demographic information
 - B. Social media activity
 - C. Search engine preferences
 - D. Email communication
9. How can someone make their LinkedIn profile stand out?
- A. By posting irrelevant and controversial content
 - B. By endorsing random connections for their skills
 - C. By engaging with others through comments and messages
 - D. By removing all connections from their network
10. What is the importance of including recommendations on a LinkedIn profile?
- A. They demonstrate a person's ability to write recommendation letters
 - B. They showcase a person's professional networking skills
 - C. They provide social proof of a person's skills and expertise
 - D. They indicate the number of job offers a person has received.
11. What is one of the key elements of an impactful LinkedIn profile?
- A. The number of connections a person has
 - B. The length of professional experience
 - C. The number of endorsements received
 - D. A compelling and professional headline
12. What does "netiquette" refer to?
- A. The rules and guidelines for using the internet and online communication
 - B. The software used to protect computer networks from cyberattacks
 - C. The process of monitoring internet usage for security purposes
 - D. The slang and jargon commonly used in online conversations
13. Why is netiquette important?
- A. It helps ensure respectful and positive online interactions
 - B. It increases internet connection speed and reliability
 - C. It guarantees complete anonymity while using the internet
 - D. It allows users to bypass internet censorship restrictions
14. Which of the following is an example of good netiquette?
- A. Sharing personal information freely on social media platforms
 - B. Using excessive capitalization (typing in all caps) to emphasize a point
 - C. Responding promptly and courteously to online messages and emails
 - D. Engaging in cyberbullying and online harassment.
15. What is the recommended approach to handling disagreements or conflicts online?
- A. Engaging in personal attacks and insults
 - B. Ignoring the opposing viewpoint and blocking the individual
 - C. Engaging in a constructive and respectful discussion
 - D. Spreading false information and rumors about the other person

Unit - 10

1. How can group discussions contribute to problem-solving?
 - A. By imposing a single solution and disregarding other viewpoints
 - B. By limiting participation to only a few dominant individuals
 - C. By fostering collaboration, creativity, and collective decision-making
 - D. By focusing solely on individual opinions and disregarding group consensus
2. What is the significance of constructive feedback in group discussions?
 - A. It promotes unhealthy competition and discourages cooperation
 - B. It reinforces personal biases and stereotypes
 - C. It allows individuals to improve their ideas and arguments
 - D. It leads to conflicts and confrontations among group members.
3. How can group discussions foster effective communication skills?
 - A. By limiting participation to only those with strong communication abilities
 - B. By promoting active listening, articulation, and respectful dialogue
 - C. By encouraging interruptions and side conversations
 - D. By avoiding disagreement and conflict in favor of consensus
4. How can group discussions enhance problem-solving in the workplace?
 - A. By focusing solely on individual efforts and solutions
 - B. By discouraging collaboration and teamwork
 - C. By leveraging diverse expertise and experiences to generate innovative ideas
 - D. By assigning blame and responsibility to individual participants
5. Which skill involves the ability to articulate thoughts and ideas effectively?
 - A. Active listening
 - B. Empathy
 - C. Communication skills
 - D. Critical thinking
6. What role does collaboration play in group discussions?
 - A. It promotes individualism and competitiveness
 - B. It encourages group members to work together toward a common goal
 - C. It leads to conflicts and disagreements among participants
 - D. It undermines the value of diverse perspectives
7. What is the importance of time management in group discussions?
 - A. It ensures that the discussion is prolonged for extended periods
 - B. It allows participants to dominate the conversation without time constraints
 - C. It helps to maintain focus and accomplish discussion goals within a set timeframe
 - D. It discourages active participation and engagement

8. Which skill involves giving and receiving constructive feedback in group discussions?
- A. Active listening
 - B. Collaboration
 - C. Emotional intelligence
 - D. Effective communication
9. Which of the following is a "do" in group discussions?
- A. Dominating the conversation and disregarding others' opinions
 - B. Listening actively to others' viewpoints
 - C. Interrupting and criticizing others' contributions
 - D. Ignoring the discussion topic and veering off-topic
10. What is a "don't" in group discussions?
- A. Encouraging open and respectful dialogue
 - B. Respecting others' perspectives and opinions
 - C. Monopolizing the conversation and not giving others a chance to speak
 - D. Building upon others' ideas and contributions
11. Which of the following is a "do" in group discussions?
- A. Focusing solely on personal agenda and goals
 - B. Practicing active listening and asking clarifying questions
 - C. Ignoring others' ideas and contributions
 - D. Criticizing and belittling others' viewpoints
12. What is a "don't" in group discussions?
- A. Encouraging a collaborative and inclusive environment
 - B. Being open-minded and considering different perspectives
 - C. Using offensive language and disrespectful behavior
 - D. Constructively challenging ideas and assumptions
13. Which phrase is commonly used to express agreement in group discussions?
- A. "I respectfully disagree."
 - B. "I see your point."
 - C. "That's completely wrong."
 - D. "I don't understand."
14. Which phrase is often used to seek clarification or more information in group discussions?
- A. "I'm not sure I follow."
 - B. "You're wrong."
 - C. "I don't care."
 - D. "That's interesting."
15. Which phrase is used to politely interrupt someone in a group discussion?
- A. "Stop talking."
 - B. "Hold on a second."
 - C. "You're boring."
 - D. "I don't agree."

Unit - 11

1. Which type of group discussion topic involves exploring potential solutions to a specific problem?

- A. Debate topics
- B. Reflective topics
- C. Problem-solving topics
- D. Informative topics

2. Which type of group discussion topic involves discussing different perspectives on a controversial issue?

- A. Debate topics
- B. Reflective topics
- C. Problem-solving topics
- D. Informative topics

3. Which type of group discussion topic involves sharing personal experiences and reflections?

- A. Debate topics
- B. Reflective topics
- C. Problem-solving topics
- D. Informative topics

4. Which type of group discussion topic involves brainstorming ideas for a creative project or initiative?

- A. Debate topics
- B. Reflective topics
- C. Problem-solving topics
- D. Creative topics

5. How does the point generation technique contribute to a more comprehensive discussion?

- A. By discouraging diverse perspectives and ideas
- B. By limiting the number of points or ideas generated
- C. By encouraging participants to think critically and generate multiple viewpoints
- D. By focusing solely on one participant's ideas and disregarding others.

6. How can participants enhance the effectiveness of the point generation technique?

- A. By monopolizing the conversation and disregarding others' contributions
- B. By actively listening to others and building upon their ideas
- C. By avoiding active participation and engagement
- D. By focusing solely on personal opinions and perspectives

7. What is the role of facilitation in utilizing the point generation technique?

- A. To encourage interruptions and talking over others
- B. To limit the number of points generated

C. To create a supportive environment where all participants feel comfortable sharing their ideas

D. To discourage collaboration and teamwork

8. How can participants ensure that all generated points are captured and discussed?

A. By disregarding certain points and focusing on personal opinions

B. By encouraging interruptions and side conversations

C. By actively listening and taking notes on all points shared

D. By criticizing and challenging opposing viewpoints

9. What is the purpose of using the keyword approach in group discussions?

A. To limit the discussion to a single keyword or concept

B. To discourage active participation and engagement

C. To dominate the conversation and control the discussion

D. To explore various ideas and perspectives related to a specific keyword

10. How does the keyword approach work in group discussions?

A. Participants take turns speaking without interruption

B. Participants focus solely on personal opinions and perspectives

C. Participants explore different aspects and dimensions related to a chosen keyword

D. Participants remain silent and refrain from contributing

11. What is the benefit of using the keyword approach in group discussions?

A. It limits the number of ideas and perspectives shared

B. It discourages collaboration and teamwork

C. It encourages participants to explore different angles and connections related to the keyword

D. It leads to conflicts and disagreements among group members

12. How can participants ensure that the discussion remains focused on the chosen keyword?

A. By disregarding certain ideas and perspectives that are not directly related to the keyword

B. By encouraging interruptions and side conversations

C. By actively listening and redirecting the discussion back to the keyword when needed

D. By criticizing and challenging opposing viewpoints

13. What is the role of facilitation in discussing the pros and cons in a group discussion?

A. To encourage interruptions and talking over others

B. To limit the discussion to a single perspective

C. To guide the discussion and ensure balanced consideration of pros and cons

D. To discourage collaboration and teamwork

14. How can participants ensure a fair and balanced discussion of the pros and cons?

A. By disregarding opposing viewpoints and focusing solely on the advantages

B. By encouraging interruptions and side conversations

C. By actively listening and giving equal weight to both pros and cons

D. By criticizing and dismissing ideas that contradict their own viewpoint

15. What is the potential drawback of focusing too much on the cons during a discussion?
- A. It discourages critical evaluation and analysis of ideas
 - B. It limits the exploration of different perspectives and possibilities
 - C. It leads to conflicts and disagreements among group members
 - D. It disregards the importance of considering opposing viewpoints

Unit - 12

1. What does SWOT stand for in SWOT analysis?
- A. Strengths, Weaknesses, Opportunities, Threats
 - B. Success, Weaknesses, Objectives, Tactics
 - C. Strategies, Weaknesses, Objectives, Targets
 - D. Strengths, Workflows, Opportunities, Techniques
2. What is the purpose of conducting a SWOT analysis for self-assessment?
- A. To focus solely on strengths and opportunities
 - B. To discourage critical evaluation of personal weaknesses
 - C. To identify internal strengths and weaknesses and external opportunities and threats
 - D. To dominate the conversation and control the assessment process
3. Which category of SWOT analysis focuses on internal factors that are favorable to achieving personal goals?
- A. Strengths
 - B. Weaknesses
 - C. Opportunities
 - D. Threats
4. What is the benefit of conducting a SWOT analysis for self-assessment?
- A. It encourages self-reflection and introspection
 - B. It discourages self-awareness and personal growth
 - C. It leads to conflicts and disagreements with others
 - D. It limits the exploration of personal strengths and weaknesses
5. How can individuals use the findings from a SWOT analysis for self-improvement?
- A. By disregarding personal weaknesses and focusing solely on strengths
 - B. By avoiding critical evaluation and analysis of personal factors
 - C. By leveraging strengths, addressing weaknesses, and capitalizing on opportunities while mitigating threats
 - D. By dominating conversations and disregarding others' contributions
6. What is the purpose of pre-interview preparation?

- A. To make a good first impression and impress the interviewer
 - B. To discourage self-reflection and introspection
 - C. To gather information, research the company, and prepare for interview questions
 - D. To dominate the conversation and control the interview process
7. Which of the following is an essential step in pre-interview preparation?
- A. Arriving at the interview location early
 - B. Memorizing scripted answers to common interview questions
 - C. Avoiding any research about the company and its industry
 - D. Ignoring the job requirements and expectations
8. How can you prepare for questions about your strengths and weaknesses?
- A. By disregarding any weaknesses and only focusing on strengths
 - B. By avoiding any mention of strengths to appear modest
 - C. By reflecting on your strengths and weaknesses and providing honest and thoughtful responses
 - D. By criticizing and dismissing any weaknesses mentioned by the interviewer
9. What is the importance of reviewing your own resume or CV before an interview?
- A. To identify any inconsistencies or inaccuracies in your work history and qualifications
 - B. To disregard your own achievements and experiences
 - C. To avoid discussing your past experiences and achievements during the interview
 - D. To dominate the conversation and focus solely on personal achievements
10. What is the benefit of researching the company before an interview?
- A. It allows you to tailor your answers to what you think the interviewer wants to hear
 - B. It discourages critical evaluation and analysis of your own skills and qualifications
 - C. It demonstrates your interest and preparedness for the position
 - D. It limits the exploration of potential questions and topics during the interview
11. How can personal interests and hobbies be included in a self-introduction?
- A. By providing a detailed account of personal preferences
 - B. By mentioning random and unrelated hobbies
 - C. By sharing relevant interests that showcase one's personality or skills
 - D. By disregarding personal interests altogether
12. Why is it important to tailor a self-introduction to the specific context or audience?
- A. To provide excessive personal details and unrelated anecdotes
 - B. To ignore the audience and their interests
 - C. To ensure that the introduction is relevant and resonates with the audience
 - D. To dominate the conversation and disregard others' contributions
13. How can individuals make their self-introduction engaging and memorable?
- A. By speaking in a monotone voice and avoiding eye contact
 - B. By sharing irrelevant and unrelated personal stories
 - C. By using storytelling techniques and highlighting unique experiences or accomplishments
 - D. By dismissing personal strengths and only focusing on weaknesses

14. What is the benefit of practicing a self-introduction before delivering it?
- A. It discourages self-confidence and self-assurance
 - B. It leads to conflicts and disagreements with others
 - C. It helps improve delivery, clarity, and overall impact
 - D. It limits the exploration of different introduction styles and techniques
15. How long should a self-introduction typically be?
- A. A few seconds
 - B. Several minutes
 - C. Half an hour or more
 - D. There is no specific time limit

Unit - 13

1. What are the different types of interview questions?
- A. Closed-ended questions and open-ended questions
 - B. Personal questions and intrusive questions
 - C. Hypothetical questions and abstract questions
 - D. Trick questions and misleading questions
2. What is the purpose of closed-ended questions in an interview?
- A. To encourage detailed and thoughtful responses
 - B. To limit the candidate's response to a specific answer or options
 - C. To explore the candidate's creativity and problem-solving skills
 - D. To confuse and deceive the candidate
3. Which type of question typically requires a simple "yes" or "no" response?
- A. Situational questions
 - B. Behavioral questions
 - C. Open-ended questions
 - D. Closed-ended questions
4. What is the purpose of technical questions in an interview?
- A. To assess the candidate's industry knowledge and technical skills
 - B. To confuse and deceive the candidate
 - C. To discourage the candidate from providing detailed responses
 - D. To limit the exploration of the candidate's qualifications and experiences
5. How can candidates prepare for different types of interview questions?
- A. By memorizing scripted answers without considering their own experiences

B. By disregarding the relevance of the questions and focusing solely on personal achievements

C. By reflecting on their past experiences and preparing thoughtful, concise responses

D. By dismissing any questions related to weaknesses or challenges

6. What is the purpose of knowledge-related questions in an interview?

A. To test the candidate's general knowledge and trivia

B. To assess the candidate's specific domain expertise and industry knowledge

C. To confuse and deceive the candidate with obscure information

D. To limit the exploration of the candidate's qualifications and experiences

7. What type of knowledge-related questions assess a candidate's understanding of fundamental concepts and principles in a particular field?

A. Technical questions

B. Behavioral questions

C. Open-ended questions

D. Closed-ended questions

8. Which type of question asks candidates to provide specific examples or evidence of their knowledge and skills?

A. Situational questions

B. Behavioral questions

C. Closed-ended questions

D. Open-ended questions

9. Which type of question asks candidates to provide their opinion or analysis on a specific topic?

A. Situational questions

B. Technical questions

C. Behavioral questions

D. Open-ended questions

10. How can candidates demonstrate their knowledge effectively during an interview?

A. By dominating the conversation and disregarding others' contributions

B. By reciting lengthy technical explanations without considering the interviewer's perspective

C. By providing concise and relevant answers that showcase their understanding and expertise

D. By dismissing any questions that challenge their existing knowledge or beliefs

11. What are skills?

A. Innate talents and abilities that cannot be developed

B. Acquired knowledge and expertise through training and experience

C. Personal traits and characteristics that determine behavior

D. Emotional states that influence behavior in specific situations

12. What is the importance of skills in the workplace?

A. Skills are not relevant in the workplace; attitude is more important

- B. Skills are essential for job performance and success in the workplace
- C. Skills have no impact on career advancement and growth
- D. Skills are only necessary for entry-level positions

13. What are some examples of hard skills?

- A. Interpersonal communication and problem-solving
- B. Adaptability and teamwork
- C. Programming and data analysis
- D. Leadership and time management

14. How should candidates handle challenging or difficult questions during an interview?

- A. By refusing to answer the question and expressing frustration
- B. By providing vague and ambiguous responses to avoid addressing the question directly
- C. By maintaining composure, taking a moment to think, and providing a thoughtful and honest response
- D. By criticizing the interviewer and questioning their judgment

15. What is the benefit of practicing and rehearsing your answers before an interview?

- A. It limits your ability to adapt and respond spontaneously during the interview
- B. It helps you memorize scripted answers without considering the specific context or question
- C. It improves your confidence, delivery, and ability to articulate your thoughts effectively
- D. It restricts your ability to showcase your knowledge and expertise

Unit - 14

1. What does the STAR technique stand for in the context of answering situational questions?

- A. Simple, Targeted, Accurate, Relevant
- B. Specific, Thorough, Analytical, Reliable
- C. Situation, Task, Action, Result
- D. Strategic, Tactical, Adaptive, Resourceful

2. Why is the STAR technique effective for answering situational questions?

- A. It allows candidates to provide vague and general responses
- B. It helps candidates divert attention from the question and showcase their creativity
- C. It provides a structured framework for presenting relevant information about specific situations and their outcomes
- D. It restricts candidates from sharing any personal experiences or anecdotes

3. What does the "S" in the STAR technique represent?

- A. Skills demonstrated in a specific situation
- B. Strategy applied to overcome a challenge

C. Situation or context in which the scenario occurred

D. Strengths utilized during the task

4. How can candidates effectively utilize the STAR technique during an interview?

A. By providing general and vague responses without specific details

B. By memorizing a scripted answer and sticking to it for all situational questions

C. By structuring their responses to include the situation, task, action, and result in a clear and concise manner

D. By avoiding any mention of challenges or difficulties faced during the task

5. What is the benefit of using the STAR technique in situational questions?

A. It allows candidates to avoid answering the question directly

B. It helps candidates provide unrelated anecdotes and stories

C. It provides a framework for delivering well-structured and comprehensive responses

D. It restricts candidates from showcasing their problem-solving skills and adaptability

6. Why do interviewers ask stress-based questions during interviews?

A. To intentionally make the candidate uncomfortable and anxious

B. To assess the candidate's ability to handle pressure and stressful situations

C. To discourage candidates from pursuing the job opportunity

D. To test the candidate's knowledge on stress management techniques

7. How can candidates effectively handle stress-based interview questions?

A. By pretending to be calm and composed, even if feeling overwhelmed

B. By avoiding the question and shifting the conversation to a different topic

C. By acknowledging the stress but demonstrating resilience, problem-solving skills, and a positive attitude

D. By criticizing the interviewer for asking stressful questions

8. What is the benefit of taking a moment to gather your thoughts before answering a stress-based question?

A. It allows candidates to escape from the stressful situation and avoid answering the question

B. It demonstrates a lack of preparation and confidence

C. It helps candidates organize their response and provide a thoughtful answer

D. It prolongs the interview and wastes valuable time

9. How can candidates effectively demonstrate their problem-solving skills when faced with stress-based questions?

A. By avoiding the question and redirecting the conversation to a different topic

B. By providing vague and general responses without addressing the specific problem

C. By breaking down the problem, discussing potential solutions, and explaining the decision-making process

D. By criticizing the interviewer for creating stressful situations during the interview

10. What is the benefit of practicing and rehearsing responses to stress-based questions before an interview?

A. It guarantees that candidates will never feel stressed during the interview

- B. It allows candidates to provide scripted and robotic responses without authenticity
- C. It helps candidates become more comfortable with stress-based questions, develop thoughtful answers, and boost confidence
- D. It limits candidates' ability to adapt and respond spontaneously during the interview

11. How can participants ensure clarity and understanding of asynchronous questions?

- A. By making assumptions and interpreting the question based on personal understanding
- B. By seeking clarification from the questioner or other participants if necessary
- C. By avoiding any questions that seem ambiguous or unclear
- D. By providing generic and unrelated responses to the question

12. What is the purpose of using asynchronous questions in remote work or online learning environments?

- A. To create a sense of urgency and pressure among participants
- B. To simulate real-time, face-to-face interactions and conversations
- C. To facilitate communication and collaboration across different time zones and schedules
- D. To discourage active participation and engagement among participants

13. What is the recommended dress code for an online interview?

- A. Casual attire, such as a t-shirt and jeans
- B. Business casual attire
- C. Formal business attire, similar to an in-person interview
- D. Pajamas or comfortable clothing

14. What should you do to ensure a professional online interview environment?

- A. Choose a busy and noisy location to showcase your multitasking abilities
- B. Set up your interview space in a cluttered and messy area
- C. Select a quiet and well-lit location with a clean and professional background
- D. Conduct the interview in a public space, such as a coffee shop

15. How should you test your audio and video equipment before an online interview?

- A. Assume that your equipment is functioning properly and skip the testing
- B. Conduct a test call with a friend or family member to ensure clear audio and video quality
- C. Adjust the settings during the interview if any issues arise
- D. Keep your microphone muted throughout the entire interview to avoid any technical difficulties