

FY BSC Computer Science

Soft Skills Development

Q. 1 Which of the following is NOT a soft skill?

- a) Problem Solving
- b) Flexibility
- c) Teamwork
- d) Degree/Certificate

Q.2 Which of the following is NOT a barrier to effective communication?

- a) Poor listening skills
- b) Language
- c) Stereotyping
- d) Asking questions

Q.3 Having a positive outlook can affect your

- a) Performance
- b) Confidence
- c) Health
- d) All of the above

Q.4 Which of the following statements is TRUE about Introverts?

- a) Introverts have lower level of arousal than Extraverts for the same stimulus.
- b) Introverts can become overstimulated.
- c) Introverts are more easily conditioned to emotional stimuli than those high in Neuroticism.
- d) Introverts are more impulsive than Extraverts.

Q.5 Personal Development is...

- a) The process of improving oneself
- b) A lifelong process
- c) The pursuit of personal growth by gaining knowledge & improving personal skills.
- d) All of the above.

Q.6 The word communication is derived from _____

- a) communicare
- b) comunicare
- c) comunicare
- d) communnicare

Q.7 Non-verbal communication does not involve:

- a) words
- b) space
- c) silence
- d) gestures

Q.8 Paralanguage is a kind of action language that refers to:

- a) the tone of voice, speed of speech, and hesitation
- b) actual words
- c) personal space
- d) body language

Q.9 Emotional intelligence refers to qualities such as understanding your own feelings, empathy for others, and

- a) Possessing above average verbal and math skills
- b) The ability to manage emotions.
- c) Having a good sense of humor.
- d) Understanding human relations research.

Q.10 A co-worker comes to your office to introduce you to a friend of his. You:

- a) Smile and nod
- b) You stand up, establish eye contact, smile and shake his hand
- c) Wave and tell him how happy you are to meet him
- d) Give him a "high five"

Q.11 Which one of the following is inappropriate behavior about dining

- a) Look for the host to indicate
- b) Put the napkin in your lap before beginning to eat
- c) Wait for all to start
- d) Keep the used napkin on the table if you are rising in between

Q.12 Select the mismatched word from given below.

- a) Encoding
- b) Feedback
- c) Noise
- d) Facial Expression

Q.13 Which of these should be avoided for effective listening?

- a) Pre-listening analysis
- b) Listening to structured talks
- c) Team listening
- d) Predicting

Q.14 Haptics is the study of communication through-

- a) Body language
- b) Eye moment
- c) Touch
- d) Silence
- e)

Q.15 The best way to apply for a job is to submit a résumé that is:

- a) self-recommending
- b) suitable for any job
- c) full of personal information
- d) specifically written for that particular job

Q.16 Which of these is not mentioned in a resume?

- a) Address
- b) Age
- c) Nationality
- d) Experience

Q.17 When giving a presentation in front of an audience you should do all of the following except for:

- A. Speak loud and clear
- B. Provide handouts if needed
- C. Dress professionally
- D. Look at your screen and not the audience

Q.18 When an employer asks "Tell me about yourself," what kind of information should you include?

- a) Information completely different from what is on your resume
- b) Information related to the job
- c) Information about your personal life (ex. your favorite color)
- d) Information about how much you want a different job than the one you are interviewing for

Q.19 What should you focus on during the interview?

- a) The salary you want
- b) How much vacation time you want
- c) What you can offer the company or organization

d) What the company or organization can offer you

Q.20 Which of these qualities are important in a group discussion?

- a) Emotional stability
- b) Hostility
- c) Ignorance
- d) Aggressiveness

Q.21 Which of these factors do not enhance listening skills?

- a) Attention
- b) Clear perception
- c) Fakeness
- d) Frankness

Q.22 which of the following Hat in describes about creativity in Edward de Bono's six thinking hat.

- a) Green Hat
- b) Blue Hat
- c) Red Hat
- d) Yellow hat

Q.23 Choose the option that doesn't match for strategies of capacity building.

- a) Assessing the individual
- b) Seeking the feedback
- c) Setting your goal
- d) Dressing up for a meeting

Q.24 Which of the following has been identified as a source of power in leadership?

- a) reward
- b) punishment
- c) referent
- d) all of the above

Q.25 Which one of these is the ability to being a leader?

- a) bossy
- b) kind
- c) grumpy
- d) annoying