Ch-6 Soft Skills & Personality Development

One Word Question's



Ques1. What is a relatively enduring pattern of thoughts, feelings, and behavior which differentiate person from each other?
Ans. Personality development

Ques2. The combination of characteristics or qualities that form an individual's distinctive character" is the definition of_.
Ans. Personality

Ques3. Which communication is the process of exchange of information or message between two or more persons through written or oral words.
Ans. Verbal

Ques4. Which communication is the expression or exchange of information or messages without using any spoken or written word .
Ans. Non-Verbal

Quees5. Which language describes all forms of human communication that are not verbal.
Ans. Para

Ques6. We communicate orally in two ways:
Ans. face-to-face communication and

telephonic

Ques7. Which document that can be used as an evident in legal cases?
Ans. Notice

Ques8. Which is an individual aspect of culture, whereas is a collective aspect of personality?
Ans. Personality, Culture

Ques9. Self-actualization is the process where by individuals ___.
Ans. Reach their full potential

Ques10 What is the self-concept is what we think about the self.
Ans. Self-Esteem

Ques11. _____is the result of one's own evaluation based on many factor
Ans. Self-Esteem

Ques12_____ of an individual is the source of mental health.
Ans. Self-acceptance

Ques13. Which is the extent of one's belief in its own ability to complete the task and reach towards its goals?
Ans. Self-Efficiency

Ques14. Self Esteem is important because:
Ans. You believe that you are worthy of happiness and of respect

Zed-King

Ques15. Personality is the combination of factors
Ans. four

Ques16. The document that is used to communicate within the organization is called:
Ans. Memo

Ques17 _____,_____and are the Non-verbal communication
Ans. Facial Expression, Appearance, Posture

Ques18. Communication helps officials to the employees
Ans. Motivate

Ques19. When speaking to business associates or customers, always open the conversation to questions and _____
Ans. Clarif

Ques20. When you talk to yourself, then that kind of communication is called?
Ans. Intrapersonal

Ques21. What is the process of exchange of information, ideas and feelings between two or more people through verbal or non-verbal methods. It often includes face-to- face exchange of information, in a form of voice, facial expressions, body language and gestures
Ans. Interpersonal communication

Ques22. Myers-Briggs Personality is called as:
Ans. MBTI

Ques23. MBTI Theory is related with the _____
Ans. Determine personality

Ques24. What constitutes the postures by which attitudes and feelings are communicated?
Ans. Body language

Ques25. The statement describing what has happened is called:
Ans. Report

Ques26. Elements of Self-Esteem are:
Ans. Self-confidence, Self-respect and Self-acceptance

Ques27_____means knowing your values, personality, needs, habits, emotions, strengths, weaknesses, etc.
Ans. Self-awareness

Ques28. The general categories of communications are:
Ans. Speech, writing, Printing, and Electronic communication.

Ques29. What are the basic sources of stress?
Ans. Environment, Social stressors, Physiological & Thoughts

Ques30. Positive people usually have degree of self-confidence
Ans. high

Ques31. What is an emotional reaction to physical and psychological demands
Ans. Stress

Ques32. Stress management is about learning _____
Ans. How to develop skills that would enhance our body's adjustment when we are subjected to the pressures of life.

Zed-King

Ques33. An observer's presence is necessary for which kind of negotiation.
Ans. Formal

Ques34. The whole concept of achieving success begins with how will you
Ans. Behave, think and work

Ques35. Countries when referred to by names are also considered as:
Ans. Feminine

Ques36. Personifications of strength and violence are considered as gender
Ans. masculine

Ques37. A presentation is the _____ of presentation a topic to an audience.
Ans. Process

Ques38. Communication is a part of _____skills.
Ans. soft

Ques39. Effective communication is required for:
Ans. Good reading, Writing, speaking, and listening

Ques40. A good password example Contains:
Ans. multiple random digit with special character

Ques41. What are the part of a letter but Photo is not a part of a letter
Ans. Signature and Greetings

Ques42. According to Davis, personality is a psychic phenomenon which is a:
Ans. Combination of organic and social

Ques43. To convert low self Esteem to Healthy one, you need to _____
Ans. Never compare yourself with others.

Ques44. Self Esteem is:
Ans.
a) A degree to which you value yourself
b) Thoughts and feelings about yourself and your place in the word

Ques45. Communication is the task of imparting:
Ans. Information

Ques46. When it first appeared in English, the word referred to Personhood?
Ans. personality

Ques47. Voice mail is _____kind of conversation.
Ans. Telephonic

Ques48. Personality characteristics that are innate and biologically based statements best defines:
Ans. temperament

Ques49. _____should you check your phone at a meal or meeting
Ans. Never

Ques50. Rahul is seeking feedback after completing and implementing his project. This act represents:
Ans. Self-Awareness

Ques51. _____is the polite method of beginning a business letter.
Ans. We appreciate your prompt reply

Ques52._____, _____and____is used to research and enquire about the company.
Ans. Website, Company Directors, Annual Report

Ques53. Which is the stress management

Zed-King

technique based on mental exercises which to produces the relaxation response
Ans. Autogenic Technique

Ques54. The purpose of communication is to help officials to the employees.
Ans. Motivate

Ques55. What is the process to check whether previous stages of reading have been followed properly.
Ans. Reading

Ques56. The feeling of competence to cope with life's challenges and of being worthy of happiness called:
Ans. Self-esteem

Ques57. What should the tone of a speaker be like?
Ans. Clear

Ques58. The process of assessment of the speaker's content while listening is called:
Ans. Comprehensive listening

Ques59. What are the major categories of communications?
Ans. Speech, writing, printing, Electronic communication

Ques60. Report are usually utilized to present the outcome of:
Ans. Experiment, Inquiry and investigation

Ques61. ____is meant for a specific group of people while notice may be aimed for the general public
Ans. Circular

Ques62. What are the key to an effective presentation.
Ans. Limited words and key phrases

Ques63. _____,_____and_____is used to enhance listening skills but Ignoring does not enhance listening skills.
Ans. Attention, clear perception, Frankness

Ques64. While presenting using projectors, information line can be revealed by using an sheet to over the :
Ans. Opaque, transparency

Ques65. A good presenter and communication should be:
Ans. a) Follow good sequencing of ideas
b) Manage time properly
c) Clear doubts.

Ques66. What type of speaker looks into the eyes of the audience?
Ans. confident

Ques67. Using lecturers and handouts, information is acquired via _____whereas by using tutorials and conversations, information is acquired through_____.
Ans. Tutors, fellow learners

Ques68. Which indicates to the reader the purpose of a letter.
Ans. Subject

Ques69. What is the process to check whether previous stages of reading have been followed properly ?
Ans. a) Survey b) Question
c) Reading d) Review

Ques70.How to research and enquire about the company?
Ans. a) Website
b) Company Directories

Zed-King

c) Annual Report
d) All of these

Ques71.What type of speaker looks into the eyes of the audience?
Ans. a) Confident b) Impatient
c) Rude d) Impolite

Ques72. Which of these may convey arrogance ?
Ans. a) Shoulder shrug
b) Jointed fingertips
c) Hands swinging loosely
d) Pointed finger

Ques73. Reports are usually utilized to present the outcome of :
Ans. a) Experiment
b) Inquiry
c) Investigation
d) All of these

Ques74. What is the feeling of competence to cope with life's challenges and of being worthy of happiness called?
Ans. a) Arrogance
b) Self-esteem
c) Self-efficacy
d) Wishful thinking

Ques75.Mr. Rahul is seeking feedback after completing and implementing his project. This act represents :
Ans. a) Time-Management
b) Self-Awareness
c) Gratitude
d) Self-Love

Ques76.What are the major categories of communications?
Ans. a) Speech, writing
b) Printing
c) Electronic communication
d) All of the above

Ques77. Identify the polite method of beginning a business letter.
Ans.
a) We are forced to refuse
b) We demand to know from you
c) We find it difficult to believe
d) We appreciate your prompt reply

Ques78. Which of the following is the key to an effective presentation?
Ans.
a) Image
b) Styles b) Inquiry
c) Limited words and key phrases
d) Layouts d) All of these

Ques79. A good presenter and communicator should:
Ans.
a) Follow good sequencing of ideas
b) Manage time
c) Clear doubts
d) All of these

Ques80.The stress management technique based on mental exercises which to produces the relaxation response:
Ans.
a) Autogenic Technique
b) Eating
c) Sleeping
d) Medicine intake

Ques81. Which of these does not enhance

Zed-King

listening skills?
Ans.
a) Attention
b) Clear perception
c) Frankness
d) Ignoring

Ques82. The purpose of communication is to help officials to ___ the employees.
Ans. a) Eliminate b) Motivate
c) Threaten d) Apprise

Ques83. What indicates to the reader the purpose of a letter?
Ans. a) Subject b) Body
c) Address d) Salutation

Ques84. Using lecturers and handouts, information is acquired via ___ whereas by using tutorials and conversations, information is acquired through____.
Ans. a) Students, tutors
b) Other sources, tutors
c) Tutors, fellow learners
d) None of the above

Ques85. How should the tone of a speaker be like?
Ans. a) Loud b) Clear
c) Low d) Soft

Ques86. The process of assessment of the speaker's content while listening is called:
Ans. a) Critical listening
b) Dialogic listening
c) Comprehensive listening
d) Systematic listening

Ques87. How should the tone of a speaker be like?
Ans. a) Loud b) Clear
c) Low d) Soft

Ques88. How to research and enquire about the company ?
Ans. a) Website
b) Company Directories
c) Annual Report
d) All of these

Ques89. What indicates to the reader the purpose of a letter?
Ans. a) Subject b) Body
c) Address d) Salutation

Ques90. What type of speaker looks into the eyes of the audience?
Ans. a) Confident b) Impatient
c) Rude d) Impolite

Ques91. What is the feeling of competence to cope with life's challenges and of being worthy of happiness called?
Ans. a) Arrogance
b) Self-esteem
c) Self-efficacy
d) Wishful thinking

Ques92. What are the major categories of communications?
Ans. a) Speech, writing
b) Printing
c) Electronic communication
d) All of the above

Ques93. Which of these may convey arrogance?
Ans. a) Shoulder shrug
b) Jointed fingertips

Zed-King

c) Hands swinging loosely
d) Pointed finger

Ques94. The stress management technique based on mental exercises which to produces the relaxation response:
Ans. a) Autogenic Technique
b) Eating
c) Sleeping
d) Medicine intake

Ques95. Which of these does not enhance listening skills?
Ans. a) Attention
b) Clear perception
c) Frankness
d) Ignoring

Ques96. Identify the polite method of beginning a business letter.
Ans. a) We are forced to refuse
b) We demand to know from you
c) We find it difficult to believe
d) We appreciate your prompt reply

Ques97. What is the process to check whether previous stages of reading have been followed properly?
Ans. a) Survey b) Question
c) Reading d) Review

Ques98. _____is meant for a specific group of people while_____ may be aimed for the general public.
Ans. a) circular, notice
b) notice, memo
c) notice, circular
d) memo, circular

Ques99. The process of assessment of the speaker's content while listening is called
Ans. a) Critical listening
b) Dialogic listening
c) Comprehensive listening
d) Systematic listening

Ques100. A good presenter and communicator should:
Ans.
a) Follow good sequencing of ideas
b) Manage time properly
c) Clear doubts
d) All of these

Ques101. Reports are usually utilized to present the outcome of:
Ans. a) Experiment b) Inquiry
c) Investigation d) All Above

Ques102. Self-awareness is an important self- assessment tools to determine:
Ans.a) The way you perceive yourself
b) What skill you have
c) How much you need to live on
d) All of above

Ques103. Which of the following statements best defines 'character'?
Ans.
a) Personality characteristics that relate to morality and self-control
b) Personality characteristics that relate to being distinctive
c) Personality characteristics that relate to social learning
d) Personality characteristics that relate to innate tendencies

Ques104. Self-esteem comes from all of the following except:
Ans. a) Parents, teachers, and others
b) Our own "inner voice

Zed-King

c) Table and Chair
d) Comparing ourselves with others

Ques105. With respect to the body language, the handshake conveys the confidence is:

Ans. a) Limp b) Loose
c) Firm d) All of above

Ques106. Communication is a non-stop.

Ans. a) Paper b) Process
c) Programme d) plan

Ques107. Our dress code is an example of ____communication.

Ans. a) Verbal b) non-Verbal
c) written d) spoken

Ques108. Letter, e-mail telephone are, example of?

Ans. a) Social Media
b) Modes of communication
c) IOT eco-system
d) None of these

Ques109. The messages meant for the general public and that sent to a specific group are called respectively.

Ans. a) Circular, Memo
b) Notice, Circular
c) Note, Circular
d) Minute, Circular

Ques110. The routine reports prepared in time- intervals like daily, weekly, monthly are called?

Ans. a) Formal Reports
b) Conference Reports
c) Progress Report
d) Periodic Reports

Ques111. Which of the following things can have an effect on the development of an individual's personality?

Ans. a) Physical and mental capabilities
b) health and physical appearance
c) skin color and gender
d) All of the above

Ques112. If you didn't know the recipient's name, how would you close the letter?

Ans. a) With love
b) Yours sincerely
c) Yours faithfully
d) Affectionately yours

Ques113. Which of the following is used to determine Personality

Ans. a) OCEAN Theory
b) Write a letter
c) Counselling
d) None of these

Ques114. Grapevine communication is another name of:

Ans.
a) Probability communication
b) Upward or bottom-up communication
c) Formal communication
d) Informal Communication

Ques115. Which of these is not a type of grapevine?

Ans. a) Gossip b) Probability
c) Rope d) Cluster

Ques116. Personality is derived from Latin word persona that means:

Ans. a) Privacy b) Person

Zed-King

c) Attitude d) Mask

Ques117. Self- confidence is affected by comparing ourselves to others, or social comparison.

Ans. a) Positively b) Negatively
c) Neutrally d) None of these

Ques118. Which of these is a type of informal communication?

Ans. a) Reports b) Orders
c) Instructions d) Grapevine

Ques119. Which of the following would probably be considered a personality characteristic?

Ans. a) Anxiety
b) Voting Conservative b)
c) Mathematical aptitude c)
d) Friendliness d)

Ques120. A____ is a document that can be used as evidence in court?

Ans. a) Notice b) Minutes
c) Letter d) Email

Ques121. "Communication" word has been derived from which Latin word, meaning common:

Ans. a) Communis
b) Community
c) Communication
d) None of these

Ques122. The communication process comprises of:

Ans.
a) Sender(Decoder)-Channel- Receiver (Encoder)- Response- Feedback
b) Sender(Encoder)-Channel-Receiver (Decoder)- Response- Feedback
c) Sender(Encoder)-Channel-Receiver (Response)- Decoder- Feedback
d) Sender(Response)-Channel-Receiver (Decoder)- Encoder- Feedback

Ques123. Self-esteem promotes?

Ans. a) Self-worth
b) Disappointment
c) Failure
d) ill-health

Ques124. Having a face-to-face conversation with your friend is an example of what type of communication.

Ans. a) Non verbal communication
b) Interpersonal communication
c) Visual communication
d) None of the above

Ques125. ____ means communication without words.

Ans. a) Object communication
b) Written communication
c) Oral communication
d) Non-verbal communication

Ques126. The word communication is derived from communis (Latin) which means:

Ans. a) common b) community
c) message d) oral speech

Ques127. Personality is identified by an accumulation of many factors known as

Ans. a) personality determinants
b) personality identifiers
c) personality finder
d) None of these

Zed-King

Ques128. The____ speech is also called as___ reported speech.

Ans. a) Direct b) Indirect
c) Indefinite d) Definite

Ques129. Which of these is used as a form of greeting for business people?

Ans. a) Dear Son b) Dear Mother
c) Dear Sir d) None of these

Ques130. In which of these, more than one candidate is interviewed?

Ans. a) The behavioural interview
b) The stress interview
c) The group interview
d) The audition

Ques131. Social letters include

Ans. a) friendly b) business
c) formal d) None of these

Ques132. Which is not the synonym of memo?

Ans. a) Circular b) Memorandum
c) Message d) Minute

Ques133. The essential feature/features of an email as communication medium is/are:

Ans.
a) Automatic filing
b) Automatic retrieval
c) Facility to send copies of message
d) All of these

Ques134. Which of the following are NOT TRUE of motivation?

Ans.
a) it is the drive, incentive or interest to initiate, perform or maintain a behavior
b) it is independent of emotion or cognition
c) it is a preparatory phase prior to action
d) it may be influenced by rewards and punishments

Ques135. Which document that can be used as an evident in legal cases?

Ans. a) Notice
b) Agenda
c) Minutes of a meeting
d) Memo

Ques136. The role of a moderator is:

Ans. a) Focus on group
b) Managing the dynamics
c) Smooth running of discussion
d) All of these

Ques137. What ways can be used to make the reports more comprehensive while writing paragraphs?

Ans.
a) Maintaining unity and coherence throughout
b) Excessive use of modifiers
c) Making the paragraphs disproportionately lengthy
d) None of these

Ques138. What should be your reaction when someone calls you with whom you are not in good terms?

Ans.
a) I shall ignore the call
b) I shall say him to call me later
c) I shall receive the message
d) I shall talk about my disagreements first

Ques139. The eduring feature that describes an individual's behavior and

Zed-King

attitude is called.
Ans. a) Eduring
b) Personality traits
c) Financial status
d) Job Profile

Ques140. Paralanguage is a part of meta-communication that deals with non-verbal communication. Also known as?
Ans. a) Poetry b) Haptics
c) Prosody d) Vocalic

Ques141. The leadership trait/traits is/are?
Ans. a) To influence people
b) To guide followers
c) To achieve a common goal
d) All of these

Ques142. _____means being specific, definite and vivid?
Ans. a) Consideration b) Completenss
c) concreteness d) Conciseness

Ques143. In a sentence, subject communicates about and predicate talks about:
Ans. a) predicate, sentence
b) sentence, verb
c) sentence, subject
d) predicate, subject

Ques144. Personality is:
Ans.
a) Not related only to body structure, but it includes both the structure and dynamics
b) An indivisible unit
c) unique for every individual
d) All of the above

Ques145. Communication with oneself is called:
Ans. a) Interpersonal
b) Intrapersonal
c) Impersonal
d) Formal

Ques146. Self-Esteem come from:
Ans.
a) Talk, support and spending time with your family
b) Your friends support and respect
c) Teachers who encourages you and are proud of your work
d) All of the above

Ques147. The language of memos should be and to understand.
Ans. a) Indirect, personal
b) Direct, concise
c) Lucid, easy
d) Concise, difficult

Ques148_____should be provided in a resume only on request.
Ans. a) Telephone number
b) Reference
c) Educational qualification
d) Work experience

Ques149. Reading is an art to bring in knowledge. it basically
Ans. a) Encodes b) Translates
c) Decodes d) None of these

Ques150. The stress management technique based on mental exercises which to produces the relaxation response:
Ans. a) Autogenic Technique
b) Eating
c) Sleeping
d) Medicine intake

zed-king