

Course Name: Developing Soft Skills and Personality
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Assignment-5

1. Who wrote *Simians, Cyborgs, and Women*?

• **Donna Haraway**

- Marissa Meyer
- Maya Angelou
- Brian Tracy

2. Who said this: “All media are extensions of some human faculty . . .”

• **Marshall McLuhan**

- Marshall Rosenberg
- Alan Turing
- Steven Spielberg

3. New technology and appliances affect_____.

- the mind and the body
- thought patterns and thinking abilities
- language and the ways of communication

• **All of these**

4. Humans inhabit technology when_____.

• **they function in a climate-controlled office space**

- their body is fitted with a pacemaker
- artificial intelligence takes over the control of the world
- None of these

5. Within the cyborg framework, example(s) of prosthetic device(s) would be_____.

- spectacles
- pen
- pacemaker

• **All of these**

6. Mobile phones are useful as they_____.

- help in emergency
- connect people anytime across the globe
- save time

• **All of these**

7. Sign(s) of a moborg is/are_____.

- depending on one's mobile phone for listening to music, watching movies and videos, setting alarm, checking time, calculating, etc., besides making voice calls
- having no mobile-free hours
- relying solely on mobile phones for address/phone numbers.

• **All of these.**

8. While making business calls, mobile etiquette necessitate_____.

- identifying the most suitable time
- ensuring the right time to call through text messages
- never giving missed calls expecting the other person would call back

• **All of these.**

9. Identify the author of the following quote:

“Email, instant messaging, and cell phones give us fabulous communication ability, but because we live and work in our own little worlds, that communication is totally disorganized.”

- Marilyn Monroe

• **Marilyn vos Savant**

- Dr. Robert Becker
- Monroe H. Freedman

10. Email should completely be written in upper case:

- Always
- Only if it is a business email.
- Only if a speedy response is expected.
- **Never**

11. According to whom proliferation of electromagnetic fields is the greatest polluting element on a global scale?

- **Dr. Robert Becker**
- Zig Ziglar
- Dr John N Wesley
- John C. Maxwell

12. Subject line in an email should be_____.

- written in compound sentences
- written in passive voice
- **informative**
- None of these

13. No e-mail is complete without_____.

- **subject**
- attachment
- post script
- All of these

14. Put the following email right: “respected Sir, give me your notes. Take Care. XYZ”

- Dear Sir, Give me your notes. Take care. Yours lovingly, XYZ
- Hi Sir, Please give me your notes. Take care. Cheers, XYZ
- **Respected Sir, Please give me your notes. Thank you, Yours sincerely, XYZ**

- Sir, Give me your notes. Thanks and Regards. XYZ

15. Who/What is in control of a sent e-mail?

- The sender.
- **The receiver.**
- The medium.
- None of these

16. Netiquette has become relevant because_____.

- cyber communication has become all-pervasive
- the world has become a global village
- **Both of these**
- None of these

17. Which of the following is likely to add a personal touch to an email?

- Use of slangs.
- **Use of emoticons.**
- Both of these
- None of these

18. Identify the author of the following words: “Ethics is knowing the difference between what you have a right to do and what is right to do.”

- Robert Pattinson
- Sir Frederick Treves
- **Potter Stewart**
- Immanuel Kant

19. Identify the thumb rule for writing a meaningful email.

- **One paragraph should contain only one idea.**
- Each paragraph should begin with a link sentence.

- It should never exceed two paragraphs.
- None of these

20. Subject line of an e-mail_____.

- should clearly express the content
- should give freedom to the receiver to exercise an option of opening the mail or deleting it
- should not be tempting
- **All of these**

T/F

1. Before making a business call, one should never note down the important points one is going to talk about. **False**
2. The 5 “P” s/Cardinal Principles of Soft Skills and Personality Development are Planning, Preparedness, Persuasiveness, Presentability, and Perseverance. **True**
3. All is fair in love, war, and cyberspace. **False**
4. One should always send carbon copies/blind carbon copies (CC: and BCC:) to many even when the message primarily seeks the attention of a single receiver. **False**
5. Frequent use of complex sentences, foreign words, and poly-syllabic words, makes an email attractive. **False**