

Course Name: Developing Soft Skills and Personality

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Assignment-8

1. According to the 1977 *Book of Lists*, which among the following is the greatest fear of the Americans?

- Death
- Insect/Snake bite.
- Loneliness
- **Public Speaking.**

2. With regard to public speaking, people_____.

- fear humiliation
- are apprehensive about unfamiliar and unfavorable situations
- **All of these**
- None of these

3. Identify the effective aid(s) to oral presentation.

- Handouts/ Handwritten notes.
- Black board.
- Overhead Projector.
- **All of these**

4. Before making an oral presentation one may summon courage_____.

- by breathing deeply
- by visualizing one's delivery
- by remembering that one is presenting before one's friends

•All of these

5. A presentation should _____.

- start strongly, finish weakly
- start quickly, finish slowly

•start strongly, finish strongly

- start slowly, finish quickly

6. Identify the author of the following quote: "So many of our dreams at first seem impossible, then they seem improbable, and then, when we summon the will, they soon become inevitable."

•Christopher Reeve

- Franklin D'Olier Reeve
- William Reeve
- Matthew Reeve

7. In public speaking, one should focus on_____.

- the medium

•the message

- Both of these
- None of these

8. While making an oral presentation, you should try to_____.

•look at each person in the audience

- look only at the examiner
- read out the notes with full concentration
- All of the above

9. Identify the acceptable quality/qualities of voice while making an oral presentation.

- Speak loudly and clearly.
- Speak slowly but with confidence.

•Both of these

- None of these

10. The visual aids accompanying a presentation, should be_____.

- relevant to the subject
- short
- well timed with respect to the presentation

•All of these

11. Identify the objective(s) of visuals in a presentation.

- Illustrating key points.
- Stimulating the interest of the audience.
- Arresting the attention of the audience.

• **All of these**

12. Audience become aware when the speaker_____.

- speaks a little louder

• **speaks softly**

- Both of these
- None of these

13. Reading a text quickly in order to find specific information is called_____.

• **scanning**

- skimming
- sampling
- surveying

14. Fill in the blank: “If you start reading anything, _____ it.”

• **finish**

- stop
- restart
- teach

15. Identify the author: “It is what you read when you don’t have to that determines what you will be when you can’t help it.”

• **Oscar Wilde**

• Henry Wadsworth Longfellow

• George Bernard Shaw

• H. G. Wells

16. Literature and religious studies demand_____.

• scanning

• **close reading**

• fast reading

• skimming

17. Identify a quality of Gandhiji, mentioned in the last lecture of *Developing Soft Skills and Personality*:

• He was critical of mistakes made by young people.

• He loved his mother very much.

• He never lied to his father.

• **He was blind to the fault of elders.**

18. Fill in the blank: Circumstances do not make a person, but _____ a person!

• break

- **reveal**

- shake

- disrupt

19. Identify the poet:

“You start dying slowly

If you become a slave of your habits,

Walking everyday on the same paths ...

If you do not change your routine,

If you do not wear different colours

Or you do not speak to those you don't know.”

- Rainer Maria Rilke

- **Pablo Neruda**

- Federico García Lorca

- Antonio Machado

20. Identify the relation(s) where building trust is absolutely necessary.

- Husband-wife

- Teacher-students

- Manager-workers

- **All of these**

T/F

In order to build confidence in public speaking, one must begin with small informal gatherings.

True

While making an oral presentation one should always apologize for one's nervousness. **False**

There is no point in giving a presentation that the audience cannot understand. **True**

It's easy to read comic books, and detective fiction faster than a scientific or legal document.

True

Trust once broken can be quickly fixed. **False**