

Course Name: Developing Soft Skills and Personality

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Assignment 8 for Week 8 (5 September 2016 to 11 September 2016)

IMCQs

1. Which of the following may be used as an aid to presentation:
 - a. Handwritten notes
 - b. Black board
 - c. Overhead Projector
 - d. All of the above**
2. According to a survey, what is Americans' greatest fear:
 - a. Public Speaking**
 - b. Death
 - c. Insect/Snake bite
 - d. None of the above
3. According to Zig Zagler, fear is:
 - a. Forget Everything and Run
 - b. Face Everything and Run
 - c. Both (a) and (b)**
 - d. Neither (a) nor (b)
4. In public speaking, one should focus on:
 - a. Message**
 - b. Medium
 - c. Both (a) and (b)
 - d. Neither (a) nor (b)
5. Main objectives of public speaking are:
 1. To entertain and educate
 2. To provoke and persuade
 - 3. Both (a) and (b)**
 4. Neither (a) nor (b)
6. A good talk would have:
 - a. A strong beginning
 - b. A strong conclusion
 - c. Anecdotes and Examples
 - d. All of the above**
7. Whose quote is the following: "So many of our dreams at first seem impossible, then they seem improbable, and then, when we summon the will, they soon become inevitable":
 - a. Christopher Reeve**
 - b. Michael Jackson
 - c. Bruce Lee
 - d. Woody Allen

8. While delivering a talk, one should:
 - a. Use frantic movements to emphasize a point
 - b. Use hand gestures to emphasize a point**
 - c. Move back and forth to emphasize a point
 - d. None of the above
9. While making a presentation, you should:
 - a. Look only at the professor/examiner
 - b. Read directly from the notes
 - c. Look at each person in the audience**
 - d. All of the above
10. Which of the following is not permissible while delivering a presentation/talk:
 - a. Slouching
 - b. Keeping your hands in the pocket
 - c. Both (a) and (b)**
 - d. Neither (a) nor (b)
11. Whose quote is the following: "I've learned that people will forget what you said, people will forget what you did, but people will never forget how you made them feel":
 - a. Oprah Winfrey
 - b. Maya Angelou**
 - c. Margaret Atwood
 - d. Katherine Hayles
12. In a power-point presentation, the slides should contain:
 - a. Long sentences
 - b. Paragraphs
 - c. Bullet points**
 - d. All of the above
13. In a presentation, the supporting visual aids should be:
 - a. Short
 - b. Relevant to the talk
 - c. Well timed in relation to the talk
 - d. All of the above**
14. Your presentation should be supported with:
 - a. Visuals**
 - b. Complicated Equations
 - c. Technical Jargon
 - d. All of the above
15. Which of the following is not a purpose of visuals in a presentation:
 - a. Illustrate key points
 - b. Contradict verbal message**
 - c. Stimulate audience interest
 - d. Focus audience attention
16. Reading or glancing through quickly is called:
 - a. Scanning

- b. **Skimming**
 - c. Sampling
 - d. Surveying
17. In a reading process, when every word is scrutinized for inner and in-depth reading, it is called:
- a. Open Reading
 - b. **Close Reading**
 - c. Shallow Reading
 - d. Deep Reading
18. Complete the following quote by Oscar Wilde: “It is what you read when you _____ that determines what you will be when you _____”:
- a. **don’t have to, can’t help it**
 - b. have to, have to
 - c. have to, can’t help it
 - d. don’t have to, have to
19. Reading by quickly looking for specific bit of information is called:
- a. **Scanning**
 - b. Skimming
 - c. Sampling
 - d. Surveying
20. A quality highlighted in the last lecture about Gandhiji was the following:
- a. He was critical of mistakes made by young people.
 - b. **He was blind to the fault of elders.**
 - c. He loved his mother very much.
 - d. He never lied to his father.

II True or False:

1. In order to gain experience in public speaking, one must begin with small informal gatherings. **True**
2. In case one has much to say, it is okay to exceed the time limit in a presentation/talk. **False**
3. While making a presentation, it is okay to turn your back to the audience. **False**
4. Once you start reading a book, you should make every effort to finish it. **True**
5. Trust once broken can be quick-fixed. **False**