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reviewer3@nptel.iitm.ac.in ▼

Courses » Developing Soft Skills and Personality

Announcements **Course** Ask a Question Progress Mentor

Unit 9 - Week- 8

Course outline

How to Access the Portal ?

Week-1

Week- 2

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Week- 8

LECTURE 43: PRESENTATION SKILLS: OVERCOMING FEAR

LECTURE 44: PRESENTATION SKILLS: BECOMING A PROFESSIONAL

LECTURE 45: PRESENTATION SKILLS: THE ROLE OF BODY LANGUAGE

LECTURE 46: PRESENTATION

Assignment - 8

The due date for submitting this assignment has passed.

As per our records you have not submitted this **Due on 2018-10-24, 23:59 IST.** assignment.

1) Identify the secret(s) of overcoming the fear of public speaking: **1 point**

- Knowing one's subject
- Believing in one's subject
- Repeated practice
- All of these

No, the answer is incorrect.

Score: 0

Accepted Answers:

All of these

2) Complete the following quote: "F-E-A-R: has two meanings: Forget Everything And Run or **1 point** _____ Everything And _____. The choice is yours."

- Face, Resist
- Face, Rise
- Find, Raise
- Find, Rise

No, the answer is incorrect.

Score: 0

Accepted Answers:

Face, Rise

3) Which of the following(s) may be used as an aid to the oral presentation? **1 point**

- Power point slides
- Handouts/Notes
- Blackboard

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LECTURE 48:
HUMAN
RELATIONS:
DEVELOPING
TRUST AND
INTEGRITY

Quiz :
Assignment - 8

WEEK 8 -
FEEDBACK -
Developing Soft
Skills and
Personality

Answer Key for
Assignment 8

**DOWNLOAD
VIDEOS**

4) Before making an oral presentation, one may build up confidence

1 point

- By breathing deeply
- By visualizing one's delivery
- By remembering that one is presenting before one's friends
- All of these

No, the answer is incorrect.

Score: 0

Accepted Answers:

All of these

5) Public speaking is undertaken:

1 point

- To entertain, educate, provoke, and influence
- To engage, intimate, swagger, and inspire
- Both of these
- None of these

No, the answer is incorrect.

Score: 0

Accepted Answers:

To entertain, educate, provoke, and influence

6) A good presentation should have:

1 point

- A strong beginning
- Anecdotes and Examples
- A strong ending
- All of these

No, the answer is incorrect.

Score: 0

Accepted Answers:

All of these

7) Point out the statement which one should avoid in public speaking:

1 point

- Keeping the audience interested by a few anecdotes
- Summarizing the main points in one sentence
- Digressing to make up for lack of preparation
- Ending by mentioning one strong positive point

No, the answer is incorrect.

Score: 0

Accepted Answers:

Digressing to make up for lack of preparation

8) Identify the strategy to become a successful public speaker:

1 point

- Apologize to the viewers for being nervous
- Turn nervousness into positive Energy
- Both of these
- None of these

No, the answer is incorrect.

Score: 0

Accepted Answers:

Turn nervousness into positive Energy

9) Identify the acceptable body language during an oral presentation:

1 point

- Face the projected slides
- Keep the eyes glued on the notes
- Maintain eye contact with the audience
- Looking down at one's own feet

No, the answer is incorrect.

Score: 0

Accepted Answers:

Maintain eye contact with the audience

10) Identify the undesirable body language(s) while making an oral presentation

1 point

- Slouching
- Shifting legs
- Holding a pen/pencil
- All of these

No, the answer is incorrect.

Score: 0

Accepted Answers:

All of these

11) Which among the following(s) is/are not permissible while making an oral presentation?

1 point

- Talking very fast
- Talking deliberately slow
- Mumbling
- All of these

No, the answer is incorrect.

Score: 0

Accepted Answers:

All of these

12) In a power-point presentation, the slides should contain:

1 point

- A series of paragraphs
- Long Sentences
- Bullet points
- All of these

No, the answer is incorrect.

Score: 0

Accepted Answers:

Bullet points

13) An oral presentation should be complemented by:

1 point

- Relevant and illustrative visuals

- Complicated theorems and graphs to exhibit one's knowledge
- Attention-grabbing, sensual, and outrageous photographs
- Jargons

No, the answer is incorrect.

Score: 0

Accepted Answers:

Relevant and illustrative visuals

14) Identify the purpose of using visuals in a presentation:

1 point

- Illustrating the key points
- Stimulating the interest of the audience
- Arresting the attention of the audience
- All of these

No, the answer is incorrect.

Score: 0

Accepted Answers:

All of these

15) Audience become more aware when the speaker

1 point

- Speaks loudly
- Speaks softly
- Both of these
- None of these

No, the answer is incorrect.

Score: 0

Accepted Answers:

Speaks softly

16) Glancing quickly through the reading materials is called:

1 point

- Scanning
- Sampling
- Skimming
- Surveying

No, the answer is incorrect.

Score: 0

Accepted Answers:

Skimming

17) Identify the relation(s) where building trust is absolutely necessary:

1 point

- Husband-wife
- Teacher-students
- Manager-workers
- All of these

No, the answer is incorrect.

Score: 0

Accepted Answers:

All of these

18 Fill in the blank: "If you start reading anything, _____ it."

1 point

- finish
- continue
- restart
- teach

No, the answer is incorrect.

Score: 0

Accepted Answers:

finish

19 Literature and religious studies demand:

1 point

- Scanning
- Close Reading
- Fast Reading
- Skimming

No, the answer is incorrect.

Score: 0

Accepted Answers:

Close Reading

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

1 point

- Break
- Reveal
- Shake
- Disrupt

No, the answer is incorrect.

Score: 0

Accepted Answers:

Reveal

21 One should treat others as he/she wants to be treated by others.

1 point

- True
- False

No, the answer is incorrect.

Score: 0

Accepted Answers:

True

22 Skimming can serve the purpose of scanning.

1 point

- True
- False

No, the answer is incorrect.

Score: 0

Accepted Answers:

False

23) It is the responsibility of the speaker to make her/himself understandable to the audience. **1 point**

- True
 False

No, the answer is incorrect.

Score: 0

Accepted Answers:

True

24) According to John Aston, "Power is the ability to manipulate things." **1 point**

- True
 False

No, the answer is incorrect.

Score: 0

Accepted Answers:

False

25) Oral presentation is an informal act of speaking with no definitive communicative purpose in mind. **1 point**

- True
 False

No, the answer is incorrect.

Score: 0

Accepted Answers:

False

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