

PROFESSIONAL SKILLS QUESTION BANK

(SEM -3 - SEC PAPER)

Professional Skills is divided into two parts:

a) Career skills

Module 1: Resume Skills

Module 2: Interview Skills

Module 3: Group Discussion Skills

Module 4: Exploring career Opportunities

b) Team skills

Module 1: Presentation Skills

Module 2: Trust and Collaboration

Module 3: Listening as Team Skill

Module 4: Brainstorming

Module 5: Social and Cultural Etiquettes

Module 6: Internal Communication

A) CAREER SKILLS

Module 1: Resume skills

1. Which of the following is a key step in preparing a resume?

- A) Writing a personal diary
- B) Researching the job position
- C) Watching TV shows
- D) None of the above

Answer: B) Researching the job position

2. When presenting a resume, which format is most widely accepted?

- A) Handwritten
- B) Typed and printed
- C) Oral presentation
- D) Photocopy of a book

Answer: B) Typed and printed

3. Why is a resume important in the job application process?

- A) It helps in understanding the applicant's handwriting
- B) It provides a summary of the applicant's qualifications and experience
- C) It is required by law
- D) It allows the applicant to write an essay

Answer: B) It provides a summary of the applicant's qualifications and experience

4. A well-crafted resume can help you:

- A) Secure an interview
- B) Guarantee a job
- C) Avoid job responsibilities
- D) None of the above

Answer: A) Secure an interview

5. What does CV stand for?

- A) Curriculum Vitae
- B) Career Vitae
- C) Curriculum Values
- D) Career Value

Answer: A) Curriculum Vitae

6. Which document is typically used for academic positions and research roles?

- A) Resume
- B) CV
- C) Biodata
- D) Cover letter

Answer: B) CV

7. Which section is typically found in a CV but not necessarily in a resume?*

- A) Work experience
- B) Educational background

- C) Publications and research
- D) Contact information

Answer: C) Publications and research

8. Which format should a resume ideally follow?

- A) Chronological
- B) Functional
- C) Combination
- D) Any of the above, depending on the situation

Answer: D) Any of the above, depending on the situation

9. Which of the following is typically shorter and more concise?

- A) CV
- B) Resume
- C) Biodata
- D) All of the above

Answer: B) Resume

10. Which document includes personal details like date of birth, gender, and marital status more commonly?

- A) CV
- B) Resume
- C) Biodata
- D) Cover letter

Answer: C) Biodata

11. Which component is essential in a resume?

- A) Favourite hobbies
- B) Work experience
- C) Names of siblings
- D) Home address

Answer: B) Work experience

12. What should be included in the 'Skills' section of a resume?

- A) Soft skills
- B) Technical skills
- C) Both A and B
- D) Personal anecdotes

Answer: C) Both A and B

13. To make a resume stand out, one should:

- A) Use bright, colourful paper
- B) Include a photo of them
- C) Tailor it to the job description
- D) Write long paragraphs

Answer: C) Tailor it to the job description

14. Which of the following should be avoided in a resume?

- A) Clear and concise language
- B) Spelling and grammatical errors
- C) Relevant work experience
- D) Professional email address

Answer: B) Spelling and grammatical errors

15. A common error in resume writing is:

- A) Including a professional summary
- B) Using an unprofessional email address
- C) Highlighting relevant skills
- D) Listing work experience in reverse chronological order

Answer: B) Using an unprofessional email address

16. Which of the following is a common mistake in resume formatting?

- A) Using consistent font sizes

- B) Using bullet points for clarity
- C) Overcrowding the resume with information
- D) Including relevant keywords

Answer: C) Overcrowding the resume with information

17. Which document is most likely to be used for a job application outside of academia?

- A) CV
- B) Resume
- C) Biodata
- D) Research paper

Answer: B) Resume

18. Which section is unique to a biodata?

- A) Personal profile
- B) Career objective
- C) Personal details like religion and marital status
- D) Professional summary

Answer: C) Personal details like religion and marital status

19. For a job in academia, which document would you likely prepare?

- A) Resume
- B) Biodata
- C) CV
- D) Cover letter

Answer: C) CV

20. What is the primary focus of a resume?

- A) Detailed academic achievements
- B) Professional skills and work experience
- C) Personal information
- D) Hobbies and interests

Answer: B) Professional skills and work experience

21. When listing work experience, it is important to:

- A) Start with the earliest job first
- B) Include every job ever held
- C) Start with the most recent job first
- D) Exclude internships

Answer: C) Start with the most recent job first

22. Which element can enhance the readability of a resume?

- A) Large blocks of text
- B) Bullet points
- C) Complex jargon
- D) Random capitalization

Answer: B) Bullet points

23. To effectively highlight your achievements, you should:

- A) Write in a narrative style
- B) Use quantifiable metrics
- C) Include personal opinions
- D) Write long paragraphs

Answer: B) Use quantifiable metrics

24. In terms of layout, a resume should:*

- A) Have a cluttered appearance
- B) Be visually appealing and easy to read
- C) Use various font styles
- D) Avoid any white space

Answer: B) Be visually appealing and easy to read

25. When reviewing a resume, employers primarily look for:

- A) Length of the document

- B) Contact information
- C) Relevance to the job role
- D) Personal anecdotes

Answer: C) Relevance to the job role

Module 2: Interview skills

1. What is a crucial step in preparing for an interview?

- A) Watching a movie
- B) Researching the company
- C) Sleeping in
- D) Playing video games

Answer: B) Researching the company

2. When presenting yourself at an interview, it is important to:

- A) Wear casual clothes
- B) Arrive late
- C) Maintain good posture
- D) Use informal language

Answer: C) Maintain good posture

3. Why is an interview important in the hiring process?

- A) It helps the candidate relax
- B) It allows the employer to assess the candidate's suitability
- C) It is a formality with no real significance
- D) It is a chance to meet other candidates

Answer: B) It allows the employer to assess the candidate's suitability

4. Effective communication in an interview involves:

- A) Speaking as much as possible
- B) Listening actively and responding appropriately
- C) Avoiding eye contact

D) Using technical jargon excessively

Answer: B) Listening actively and responding appropriately

5. Which body language sign is positive in an interview?

A) Slouching

B) Crossing arms

C) Smiling and nodding

D) Looking at the floor

Answer: C) Smiling and nodding

6. What should you avoid in terms of body language during an interview?

A) Maintaining eye contact

B) Fidgeting

C) Sitting up straight

D) Firm handshake

Answer: B) Fidgeting

7. A common type of interview conducted over a video call is known as:

A) Face-to-face interview

B) Phone interview

C) Panel interview

D) Virtual interview

Answer: D) Virtual interview

8. Which interview involves multiple interviewers questioning one candidate?

A) One-on-one interview

B) Group interview

C) Panel interview

D) Phone interview

Answer: C) Panel interview

9. The appropriate dress code for a professional interview is:

- A) Casual attire
- B) Professional business attire
- C) Sportswear
- D) Beachwear

Answer: B) Professional business attire

10. Background research for an interview should include:

- A) Company's history and mission
- B) Interviewer's favourite food
- C) Other candidates' qualifications
- D) Office furniture

Answer: A) Company's history and mission

11. Which of the following is a 'do' in an interview?

- A) Arriving late
- B) Interrupting the interviewer
- C) Preparing questions to ask
- D) Using your phone

Answer: C) Preparing questions to ask

12. Which of the following is a 'don't' in an interview?

- A) Dressing professionally
- B) Listening carefully
- C) Speaking negatively about previous employers
- D) Bringing extra copies of your resume

Answer: C) Speaking negatively about previous employers

13. What does the 'T' in the STAR method stand for?

- A) Task
- B) Technique
- C) Timing

D) Tactic

Answer: A) Task

14. The STAR method helps in:

A) Formatting your resume

B) Answering behavioural interview questions

C) Deciding what to wear

D) Scheduling the interview

Answer: B) Answering behavioural interview questions

15. Which is typically the first stage of the interview procedure?

A) Final interview

B) Initial screening

C) Salary negotiation

D) Job offer

Answer: B) Initial screening

16. The final stage in the interview process usually involves:

A) Submitting a resume

B) Job offer and acceptance

C) Initial phone interview

D) Background research

Answer: B) Job offer and acceptance

17. Which question is commonly asked in interviews?

A) What is your favourite colour?

B) Where do you see yourself in five years?

C) What is your favourite food?

D) Do you like movies?

Answer: B) Where do you see yourself in five years?

18. How should you answer the question about your weaknesses?

- A) I don't have any weaknesses
- B) Mention a real weakness and how you are working to improve it
- C) List as many weaknesses as possible
- D) Avoid answering the question

Answer: B) Mention a real weakness and how you are working to improve it

19. A simulated interview can help by:

- A) Reducing anxiety
- B) Guaranteeing a job
- C) Avoiding the need to prepare
- D) Increasing stress

Answer: A) Reducing anxiety

20. Simulated interviews are useful for:

- A) Practicing responses to common questions
- B) Writing a resume
- C) Deciding on a career path
- D) Avoiding interviews altogether

Answer: A) Practicing responses to common questions

21. A common error during an interview is:

- A) Maintaining eye contact
- B) Being late
- C) Bringing a copy of your resume
- D) Preparing questions

Answer: B) Being late

22. What should you avoid discussing in an interview?

- A) Job-related skills
- B) Previous job experiences
- C) Salary expectations too early

D) Company values

Answer: C) Salary expectations too early

23. Effective communication during an interview involves:

A) Monopolizing the conversation

B) Listening actively and speaking clearly

C) Interrupting the interviewer

D) Using slang

Answer: B) Listening actively and speaking clearly

24. Non-verbal communication in an interview includes:

A) Only what you say

B) Your body language and facial expressions

C) The tone of your voice only

D) The words you use

Answer: B) Your body language and facial expressions

25. Which of the following is a benefit of good communication in an interview?

A) Misunderstandings

B) Clear understanding of expectations

C) Increasing stress

D) Ignoring the interviewer's questions

Answer: B) Clear understanding of expectations

Module 3: Group Discussion Skills

1. What is the primary purpose of a group discussion?

A. To argue with peers

B. To solve problems collaboratively

C. To give individual speeches

D. To assess writing skills

Answer: B. To solve problems collaboratively

2. Which of the following is essential in the introduction phase of a group discussion?

- A. Presenting all facts of the topic
- B. Allowing the moderator to dominate
- C. Setting a clear agenda
- D. Ignoring the topic completely

Answer: C. Setting a clear agenda

3. What is the ideal time allocated for preparation before a group discussion?

- A. 1 minute
- B. 5-10 minutes
- C. 30 seconds
- D. No preparation needed

Answer: B. 5-10 minutes

4. Which phase involves participants expressing their ideas freely during a group discussion?

- A. Preparation phase
- B. Conclusion phase
- C. Introduction phase
- D. Discussion phase

Answer: D. Discussion phase

5. What role does the moderator play in a group discussion?

- A. Controls the entire conversation
- B. Provides evaluation feedback
- C. Ensures fair participation and guides the discussion
- D. Asks irrelevant questions

Answer: C. Ensures fair participation and guides the discussion

6. What is one of the key evaluation criteria in a group discussion?

- A. Volume of speech
- B. Contribution to the discussion
- C. Personal opinions on unrelated topics
- D. Interrupting others

Answer: B. Contribution to the discussion

7. How should a group discussion be concluded?

- A. With a heated argument
- B. Without a summary
- C. By summarizing key points and decisions
- D. By ignoring all opinions

Answer: C. By summarizing key points and decisions

8. Which of the following is an example of a good group discussion topic?

- A. "Your favourite colour"
- B. "The impact of social media on education"
- C. "What you ate for breakfast"
- D. "Personal opinions on a random celebrity"

Answer: B. "The impact of social media on education"

9. What is the primary benefit of simulating a group discussion?

- A. To practice dominating others
- B. To develop teamwork and collaboration skills
- C. To discourage feedback
- D. To test emotional reactivity

Answer: B. To develop teamwork and collaboration skills

10. How does participating in group discussion simulations benefit participants?

- A. By improving decision-making under pressure
- B. By allowing complete chaos
- C. By learning to ignore others
- D. By increasing personal biases

Answer: A. By improving decision-making under pressure

11. What is a key challenge in group discussions?

- A. Maintaining complete silence
- B. Lack of preparation
- C. Dominating others successfully
- D. Ignoring feedback

Answer: B. Lack of preparation

12. What is one way to overcome the challenge of dominating the discussion?

- A. Talk even more
- B. Invite others to share their viewpoints
- C. Argue with every participant
- D. Interrupt frequently

Answer: B. Invite others to share their viewpoints

13. Which of the following is considered a common error in group discussions?

- A. Preparing thoroughly for the discussion
- B. Allowing others to participate equally
- C. Lack of clarity and structure in speaking
- D. Listening actively to others

Answer: C. Lack of clarity and structure in speaking

14. Why is feedback essential after a group discussion simulation?

- A. To embarrass participants
- B. To reflect on strengths and weaknesses
- C. To make participants defensive
- D. To reduce participation

Answer: B. To reflect on strengths and weaknesses

15. What is the importance of structure in a group discussion?

- A. It allows for random interruptions
- B. It makes the discussion chaotic
- C. It helps in organizing ideas and thoughts clearly
- D. It discourages participation

Answer: C. It helps in organizing ideas and thoughts clearly

16. How can emotional reactivity negatively impact a group discussion?

- A. It leads to thoughtful contributions

- B. It fosters productive debates
- C. It may cause conflicts and hinder collaboration
- D. It helps maintain focus

Answer: C. It may cause conflicts and hinder collaboration

17. Which is an effective strategy for decision-making under pressure in group discussions?

- A. Ignoring others' ideas
- B. Prioritizing logical and reasoned solutions
- C. Panicking and shouting
- D. Letting others make decisions

Answer: B. Prioritizing logical and reasoned solutions

18. In a group discussion, how can teamwork and collaboration be enhanced?

- A. By dominating the conversation
- B. By respecting others' viewpoints and contributing constructively
- C. By interrupting frequently
- D. By ignoring the moderator

Answer: B. By respecting others' viewpoints and contributing constructively

19. Which of the following is a common mistake in a group discussion?

- A. Listening actively
- B. Respecting others' opinions
- C. Dominating the discussion
- D. Taking turns to speak

Answer: C. Dominating the discussion

20. In a group discussion, the role of the moderator is to:

- A. Give personal opinions
- B. Facilitate the flow of discussion
- C. Stay silent throughout
- D. Make final decisions for the group

Answer: B. Facilitate the flow of discussion

21. What should be avoided during the closure phase of a group discussion?

- A. Summarizing the main points
- B. Critically analysing others' arguments
- C. Offering constructive feedback
- D. Repeating the entire discussion

Answer: D. repeating the entire discussion

22. Which of these is a benefit of group discussion simulation exercises?

- A. Individual dominance
- B. Lack of feedback
- C. Skill development and teamwork
- D. Pressure without learning

Answer: C. Skill development and teamwork

23. A common error participants make in group discussions is:

- A. Being well-prepared
- B. Having clear structure and clarity
- C. Reacting emotionally to differing views
- D. Contributing meaningfully to the topic

Answer: C. Reacting emotionally to differing views

24. Which of the following is an important evaluation criterion in group discussions?

- A. Ability to speak the loudest
- B. Use of complex vocabulary
- C. Logical reasoning and communication skills
- D. Staying quiet and observing

Answer: C. Logical reasoning and communication skills

25. Which of the following is NOT a challenge in a group discussion?

- A. Decision-making under pressure
- B. Maintaining group cohesion
- C. Gaining self-confidence
- D. Lack of preparation

Answer: C. Gaining self-confidence

Module 4: Exploring Career Opportunities

1. Why is it important to know yourself before exploring career opportunities?

- A. To fit in with societal expectations
- B. To understand personal strengths, weaknesses, and preferences
- C. To impress employers
- D. To avoid hard work

Answer: B. To understand personal strengths, weaknesses, and preferences

2. Which of the following best describes self-discovery?

- A. Learning from others
- B. Finding your purpose and values
- C. Ignoring personal growth
- D. Following someone else's path

Answer: B. Finding your purpose and values

3. Emotional intelligence is important in career development because it helps in:

- A. Making more money

- B. Managing relationships and understanding emotions
- C. Avoiding teamwork
- D. Achieving success through technical skills only

Answer: B. Managing relationships and understanding emotions

4. What is the significance of personal growth and adaptability in career success?

- A. It leads to fixed routines
- B. It helps in coping with changes in the workplace
- C. It creates more work stress
- D. It is not important

Answer: B. It helps in coping with changes in the workplace

5. What factor is most critical when choosing a leadership style?

- A. Personal values and strengths
- B. Following popular trends
- C. Using forceful tactics
- D. Avoiding leadership altogether

Answer: A. Personal values and strengths

6. Conflict resolution skills are important in the workplace because:

- A. They help avoid workplace conflicts completely
- B. They ensure effective communication and collaboration
- C. They allow for retaliation
- D. They create distance between team members

Answer: B. they ensure effective communication and collaboration

7. Industry trends and dynamics are essential to understand because:

- A. They allow you to ignore competition
- B. They provide insight into future job opportunities and roles
- C. They have no impact on career decisions
- D. They only apply to business professionals

Answer: B. They provide insight into future job opportunities and roles

8. Which of the following should be considered when assessing workplace culture?

- A. Salary and benefits only
- B. Communication styles, values, and work-life balance

- C. Strict adherence to deadlines
- D. Physical office location

Answer: B. Communication styles, values, and work-life balance

9. Government and labour market information can help with:

- A. Planning for retirement
- B. Understanding job trends, salary expectations, and job availability
- C. Avoiding taxes
- D. Finding overseas jobs only

Answer: B. Understanding job trends, salary expectations, and job availability

10. Professional associations are important for:

- A. Networking and staying updated on industry standards
- B. Filing complaints about employers
- C. Avoiding career development
- D. Looking for hobbies

Answer: A. Networking and staying updated on industry standards

11. Which of the following is a benefit of using online job portals and career websites?

- A. Access to hidden job opportunities
- B. Reducing the chances of networking
- C. Ignoring specific industry standards
- D. Overlooking local job markets

Answer: A. Access to hidden job opportunities

12. Informational interviews are useful because they:

- A. Help to secure a job offer immediately
- B. Provide insights into careers and industries directly from professionals
- C. Replace job interviews
- D. Are used to criticize companies

Answer: B. Provide insights into careers and industries directly from professionals

13. Career assessment tools and personality tests help individuals:

- A. Choose random career paths
- B. Understand their strengths, weaknesses, and suitable job roles

C. Rely on luck for career success

D. Avoid self-reflection

Answer: B. Understand their strengths, weaknesses, and suitable job roles

14. Mentorship programs are valuable because they provide:

A. Emotional support without any professional guidance

B. Direct insights from experienced professionals

C. Only social connections

D. Personal information without career support

Answer: B. Direct insights from experienced professionals

15. What is a common use of social media and online communities in career exploration?

A. Building a professional network and staying updated on trends

B. Wasting time on unrelated discussions

C. Disrupting workplace relationships

D. Avoiding professional responsibilities

Answer: A. Building a professional network and staying updated on trends

16. Which of the following is critical when evaluating career opportunities based on personal potential?

A. Relying solely on job postings

B. Understanding one's skills, values, and long-term goals

C. Following others' career paths

D. Focusing on salary only

Answer: B. Understanding one's skills, values, and long-term goals

17. Self-awareness helps in career exploration by:

A. Allowing one to copy others

B. Ensuring career choices align with personal values and strengths

C. Ignoring personal limitations

D. Making decisions based on trends

Answer: B. Ensuring career choices align with personal values and strengths

18. Which leadership style best suits someone with high emotional intelligence?

A. Authoritarian

- B. Collaborative and empathetic
- C. Inflexible and rigid
- D. Silent and non-communicative

Answer: B. Collaborative and empathetic

19. Which of the following is important in understanding the world of work?

- A. Copying other people's career paths
- B. Industry dynamics and the specific requirements of jobs
- C. Following the highest paying jobs
- D. Ignoring workplace cultures

Answer: B. Industry dynamics and the specific requirements of jobs

20. Conflict resolution in career settings often involves:

- A. Avoiding disagreements entirely
- B. Open communication and finding mutually acceptable solutions
- C. Taking sides and escalating issues
- D. Ignoring workplace relationships

Answer: B. Open communication and finding mutually acceptable solutions

21. Effective decision-making in career planning is a result of:

- A. Impulsive choices
- B. Thorough self-reflection and research
- C. Relying on others to decide
- D. Avoiding industry trends

Answer: B. Thorough self-reflection and research

22. What is a key aspect of building authentic relationships in a career?

- A. Pretending to be someone else
- B. Genuine communication and mutual trust
- C. Dominating discussions
- D. Avoiding feedback

Answer: B. Genuine communication and mutual trust

23. Career shadowing helps individuals by:

- A. Giving a full-time job immediately
- B. Providing hands-on experience in different roles and environments

C. Being an alternative to interviews

D. Limiting professional exposure

Answer: B. Providing hands-on experience in different roles and environments

24. Which of the following is an effective way to understand industry trends?

A. Relying on old data

B. Following industry news, reports, and expert opinions

C. Avoiding research

D. Ignoring global trends

Answer: B. Following industry news, reports, and expert opinions

25. What is the role of mentorship programs in career development?

A. Creating pressure to conform

B. Offering guidance, knowledge, and support from experienced professionals

C. Isolating the mentee

D. Providing only emotional support without professional benefits

Answer: B. Offering guidance, knowledge, and support from experienced professionals