

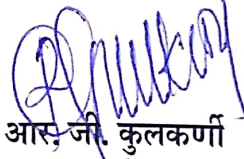
दि.०८.०५.२०२३

श्रीमती मथुबाई गरवारे कन्या महाविद्यालय, सांगली.
बी.ए., बी.कॉम, बी.बी.ए. आणि बी.सी.ए. भाग ३ सेमिस्टर ६ या वर्गात
शिकत असलेल्या रेग्यूलर व दूरशिक्षण विभागातील विद्यार्थिनींसाठी
**Skill Development Courses (SDC) Sub- Interview &
Personal Presentation Skill**

या विषयाच्या नवीन अभ्यासक्रम आणि परीक्षेसंदर्भात महत्वाची सूचना

शिवाजी विद्यापीठ कोल्हापूर यांच्या पत्रान्वये (संदर्भ पत्र क्रमांक एस.यु./००१३६ दि.०६ ऑगस्ट २०२१) नुसार महाविद्यालयातील बी.ए., बी.कॉम, बी.बी.ए. व बी.सी.ए. भाग ३ सेमिस्टर ६ या वर्गात शिकत असलेल्या रेग्यूलर व दूरशिक्षण विभागातील परिक्षा फॉर्म भरलेल्या विद्यार्थिनींसाठी नवीन अभ्यासक्रम **Skill Development Courses (SDC) Sub- Interview & Personal Presentation Skill** या विषयाचा अभ्यासक्रम शैक्षणिक वर्ष २०२०-२०२१ पासून लागू करण्यात आला आहे. सदर अभ्यासक्रम हा Compulsory असून या विषयाच्या अभ्यास व पेपरसाठी विद्यार्थिनींना ७५ प्रश्नांची Question Bank आपल्या विषयाच्या Whats app ग्रुपवर तसेच Whats app ग्रुपवर न मिळाल्यास महाविद्यालयाच्या वेबसाईट वरती नोटीसी च्या खालील पेज वर ही देण्यात येत आहे. सदर प्रश्न सरावासाठी देण्यात येत आहेत. सदर अभ्यासक्रमासाठीच्या Question Bank वरच आधारित ५० गुणांची परिक्षा महाविद्यालयात उपस्थित राहून **offline** पद्धतीने घेण्यात येणार आहे. सदर परिक्षेची वेळ व तारीख Question Bank दिल्यानंतर यथावकाश महाविद्यालयाच्या साईट वरती www.mgkanyasangli.edu.in

Notice मध्ये तसेच महाविद्यालय काचफलकातील नोटीस बोर्डमध्ये प्रसिध्द करण्यात येईल याची विद्यार्थिनींनी नोंद घ्यावयाची असून सदर परिक्षा ही Compulsory असून ती देणे अनिवार्य आहे. परिक्षेस गैरहजर राहिल्यास विद्यापीठाकडून मिळणारे **अंतिम परिक्षेनंतरचे पदवी प्रमाणपत्र मिळणार नाही** याची संबंधीतांनी गांभिर्याने नोंद घ्यावी.


डॉ. आर. जी. कुलकर्णी
प्राचार्य

Question Bank

B.A., B.Com, BBA, BCA III Sem. VI (CBCS)

March 2023 Exam

Skill Development Courses (SDC)

Sub- Interview & Personal Presentation Skill

- (टीप:- खालील **Question Bank** मधील बरोबर उत्तरे ही बोल्लेलेली आहेत.)
➤ (टीप:- सदर परीक्षेचा पेपर हा फक्त इंग्रजी माध्यमामध्येच घेण्यात येणार आहे.)

1. Language has ----- mediums of communication.

- a) One b) Two c) Three d) Four

2. ----- and writing are the two mediums of language.

- a) Speech b) Listening c) Reading d) None of these

3. Generally, speech is considered to be the ----- medium of language.

- A) Secondary b) Third c) Primary d) Writing

4. ----- is secondary medium of language.

- a) Listening b) Speech c) Reading d) Writing

5. ----- is permanent.

- a) Writing b) Reading c) Speaking d) Listening

6. ----- is less permanent.

- a) Listening b) Speech c) Reading d) Writing

7. ----- are used in speech

- a) Short sentences b) Long sentences c) huge sentences
d) none of these

8. ----- is not applicable in writing.
a) Rhythm **b) Fluency** c) Smoothness d) non-fluency
9. ----- presentation consists of a sequence of slides.
a) Paper **b) P.P.T.** c) Seminar d) Narrative
10. ----- is the Information Communication Technology.
a) IT b) CTE c) TCI **d) ICT**
11. ----- Presentation requires writing and spoken skills.
a) PPT b) Oral c) Non-Verbal d) None of these
12. The process of preparing slides begins with the selection of -----
a) unimportant words b) irrelevant words
c) key-points d) useless words
13. Only the ----- are written on the slides.
a) Key-points b) maximum sentences
c) inappropriate words d) none of these
14. The full sentences are not written on -----
a) Paper **b) Slides** c) Notepaper d) None of these
15. Comparing is commonly ----- in events.
a) used b) unused c) misused d) unwanted
16. Reading out a presentation is -----
a) allowed **b) not allowed** c) permitted d) acceptable
17. The key of success is -----
a) laziness b) idleness **c) practice** d) indolence

18. ----- of the presentation is the most important part.
a) End b) middle c) conclusion **d) Beginning**
19. A conclusion should be -----
a) short and uneasy b) long and easy **c) short and easy**
d) none of these
20. ----- body language is included in communication.
a) 50% **b) 55%** c) 65% d) 60%
21. Facial expression should be -----
a) artificial b) unnatural **c) natural** d) none of these
22. A ----- speaker looks into the eyes of the audience.
a) confident b) doubtful c) shy d) fearful
23. The tone of the speaker should be -----
a) unclear b) vague c) murky **d) clear**
24. Waving is a ----- type of communication.
a) verbal **b) gesture** c) inflexible d) none of these
25. Feedback could be verbal or non-verbal and it is given when you -----
----**a) understand** b) do not understand
c) misunderstand d) none of these
26. The medium of communication could be -----
a) verbal b) non-verbal c) written **d) all of the above**
27. The ----- is called the master of ceremony.
a) **Compere** b) Chairperson c) Secretary d) Organiser
28. In groups we should be very conscious to our -----
a) words b) Place c) look d) none of these

29. The ----- introduces the theme of the events.

- a) participants b) members c) people **d) host**

30. The number and bullets are used as -----

- a) stamp **b) markers** c) contrary d) none of these

31. To make your presentation more effective you need to take control of -----

- a) the material** b) the audience
c) your behavior d) all of the above

32. ----- of a presentation is the most important part.

- a) Beginning** b) Middle c) End d) none of these

33. A good presenter should -----

- a) sequence his ideas
b) manage his time
c) clear all the confusion
d) all of these

34. To make the presentation effective and impressive you should use -----

- a) a simple and active form of sentences**
b) passive sentences
c) complex sentences
d) jargon

35. A presentation is a form of oral communication in which a person shares factual information with an ----- audience

- a) large b) mixed **c) specific** d) small

36. Interview which is taken on phone or video call is called -----

a) Face to face interview

b) Telephonic interview

c) Personal interview

d) None

37. Interviews are conversations with -----

a) Fun **b) Purpose** c) Friendliness d) Informality

38. In which of these, more than one candidate is interviewed?

a) The behavioral interview

b) The stress interview

c) The group interview

d) The audition

39. An interview in which you ask about a candidates behavior in a certain given situation.

a) situational interview b) behavior tests

c) situational tests d) job related questions

40. The word interview is derived from

a) Latin **b) French** c) German d) Indian

41. What are the successful strategies for interview.

a) Personal support b) Good eye contact

c) clear idea of the key point

d) all of the above

42. Facial expression should be

a) aggressive b) shy **c) naturally** d) bored

43. Using your whole body to communicate is called what?

- a) gesture **b) body language** c) sign language
- d) body position

44. A person who appears for interview is known as -----

- a) interview b) panel
- c) interviewer **d) interviewee**

45. A panel interview is known as -----

- a) Panel interview b) Face to Face interview
- c) Board interview** d) Group interview

46. One should carry ____ for the interview.

- a) Passport b) pancard
- c) a file with certificates** d) Aadhar card

47. Fundamental quality to face an interview is

- a) personality b) alertness
- c) smartness **d) all of the above**

48. While facing an interview, one should be ____

- a) Sad **b) cheerful**
- c) unhappy d) gloomy

49. While facing an interview, one should have ____

- a) depression b) nervousness
- c) confidence** d) aggressive style

50. For an interview, one should carry ____

- a) a file with certificates b) curriculum Viate(C.V)
- c) an application letter **d) all of the above**

51. _____ means a person who asks the questions in an interview.

- a) Interviewer** b) Interviewee
- c) both 'a' & 'b' d) none of the above

52. While facing an interview, one should avoid -
a) patience
b) grasping the question
c) **boasting and showing ill manners**
d) confidence
53. At the time of interview, one should not __
a) rush to answer
b) make any awkward movement
c) be nervous
d) **all of the above**
54. ____ generates self-esteem and self - respect at the time of interview..
a) **self-confidence**
b) self-aggressive style
c) self-nervousness
d) self-gloomy nature
55. Interviews are conversations with ____
a) fun
b) **purpose**
c) friendliness
d) informality
56. Which is a quality that employers looking for in employees ?
a) **trust worthy**
b) lazy
c) disloyal
d) none of these
57. Which of these are extremely important during a job interview ?
a) **eye contact**
b) sad mood
c) dress
d) raising voice
58. When answering interview questions, it is important to -
a) **be precise**
b) be general
c) stretch the facts
d) explain too much
59. Which of the following is wrong expression during the interview.
a) **I dislike it**
b) I love to work
c) I beg your pardon
d) Thank you
60. A job interview is an interview in which a conversation occurs between -
a) **an employer and a job applicant**
b) an employer and a receptionist
d) a job applicant and other candidates

61. At the time of interview, the employer judges candidate's ____
a) Knowledge b) aptitude
c) sense of values d) **all of these**
62. Wear ____ clothes for good impression at the time of interview
a) **formal** b) gaudy
c) fashionable d) informal
63. One should know ____ of the interview.
a) day & date b) time
c) venue d) **all of these**
64. While entering into the interview room, one should ask ____
a) What is my salary ? b) **May I come in ?**
c) What is your name ? d) Where shall I sit ?
65. Be ____ throughout the interview
a) aggressive b) nervous
c) **polite** d) sad
66. Interview which is taken on phone or video is called ____
a) face to face interview b) **Telephone Interview**
c) interview d) all of the above
67. A job interview is a ____ meeting between a job seeker and an employer
a) Informal b) **formal**
c) Both 'a' & 'b' d) None of the above
68. you should always arrive at least ____ minutes early for an interview.
a) 5 b) 2
c) 10 d) **30**
69. What should you focus on during the interview ?
a) Salary b) Vacation
c) **What you can offer the company**
d) What the company can offer you

70. What is the best way to make a good impression during an interview ?
- a) Be aggressive
 - b) **Shake hands with your interviewers before and after the interview**
 - c) make negative comments
 - d) exaggerate your answer
71. At the interview, one's voice must be _____
- a) Very loud
 - b) very low
 - c) **audible**
 - d) None of the above
72. Show _____ to your previous organization at the time of interview.
- a) **loyalty**
 - b) disloyaty
 - c) dishonesty
 - d) all of these
73. What should you always do after an interview ?
- a) runaway
 - b) ask about salary
 - c) **thank the interviewer**
 - d)
74. Which expression will you use if you don't know the answer _____
- a) I am afraid
 - b) I haven't come across that piece of information sir
 - c) Sorry Sir, I don't know it
 - d) **all of these**
75. The required document at the time of interview is _____
- a) Resume
 - b) degree Certificates
 - c) mark lists
 - d) **all of these**