

**MASTER OF LIBRARY & INFORMATION SCIENCE
SECOND SEMESTER
ENHANCING SOFT SKILLS AND PERSONALITY
MOOCs
[USE OMR SHEET]**

**SET
A**

Duration: 1 hr. 30 mins.

Full Marks: 35

Choose the correct answer from the following:

1 × 35 = 35

1. What are soft skills?
 - a. Specific technical abilities related to a particular job
 - b. Non-technical interpersonal and personal attributes
 - c. Computer programming skills
 - d. Academic qualifications and degrees
2. Which of the following is an example of a soft skill?
 - a. Coding in Python
 - b. Problem-solving
 - c. Operating heavy machinery
 - d. Data analysis
3. Why are soft skills important in the workplace?
 - a. They are not essential for career success.
 - b. They contribute to a positive work environment and enhance teamwork.
 - c. Soft skills are only relevant for leadership positions.
 - d. Soft skills are not transferable to different job roles.
4. What is emotional intelligence?
 - a. The ability to understand and manage one's emotions and empathize with others
 - b. The capability to learn programming languages quickly
 - c. The skill of managing time effectively
 - d. The aptitude to work well in a team environment
5. Which soft skill involves the capability to adjust to changing circumstances and embrace new challenges?
 - a. Emotional intelligence
 - b. Adaptability
 - c. Leadership
 - d. Conflict resolution
6. Why are employers seeking candidates with strong soft skills?
 - a. Soft skills are irrelevant in the workplace.
 - b. Soft skills contribute to a negative work environment.
 - c. Soft skills enhance teamwork and productivity.
 - d. Soft skills are only needed in creative fields.
7. From the list of people below, identify the one with soft skills
 - a. Priya displays confidence in her abilities, enthusiastically taking on
 - b. Aarush consistently interrupts during conversations, displaying lack of

- new challenges and inspiring her team to believe in collective success
- c. Amrita frequently talks loudly on her phone in public spaces, disregarding those around her
- d. All of the above
8. What soft skill involves the capacity to influence and guide others toward shared goals?
- a. Communication
- b. Adaptability
- c. Leadership
- d. Decision making
9. Which soft skill is crucial for effectively managing and resolving disagreements or disputes?
- a. Time management
- b. Creativity
- c. Conflict resolution
- d. Emotional intelligence
10. What is the significance of time management as a soft skill?
- a. Time management leads to inefficiency and missed deadlines.
- b. Time management has no impact on productivity.
- c. Time management allows individuals to prioritize tasks and meet deadlines effectively.
- d. Time management is irrelevant in the workplace.
11. How can soft skills contribute to personal relationships?
- a. Soft skills limit effective communication and understanding.
- b. Soft skills avoid empathy and emotional connection.
- c. Soft skills foster effective communication, empathy, and mutual understanding.
- d. Soft skills are not applicable in personal relationships.
12. Why is adaptability important in today's fast-paced work environment?
- a. Adaptability limits creativity and innovation.
- b. Adaptability avoids change and challenges.
- c. Adaptability allows individuals to adjust to evolving circumstances and remain effective.
- d. Adaptability is only relevant for leadership positions.
13. How can individuals develop their soft skills?
- a. Soft skills cannot be developed or improved.
- b. Soft skills are innate and cannot be refined.
- c. Soft skills can be developed through training, practice, and real-life experiences.
- d. Soft skills are irrelevant in personal development.
14. What soft skill involves the capability to think innovatively and generate original ideas and solutions?
- a. Creativity
- b. Decision making
- c. Collaboration
- d. Conflict resolution

- 15 What is the role of collaboration as a soft skill?
- Collaboration limits effective teamwork and productivity.
 - Collaboration fosters the generation of multiple ideas and perspectives.
 - Collaboration avoids communication and interaction with others.
 - Collaboration has no impact on the work environment.
- 16 How does emotional intelligence impact interpersonal relationships?
- Emotional intelligence leads to a lack of understanding of one's emotions and others'.
 - Emotional intelligence fosters empathy, understanding, and effective communication with others.
 - Emotional intelligence limits the development of soft skills.
 - Emotional intelligence is irrelevant in interpersonal interactions.
- 17 What soft skill involves the skill of making informed and effective decisions based on available information?
- Communication
 - Creativity
 - Decision making
 - Conflict resolution
- 18 Which one of the following statement is correct regarding soft skills?
- Along with technical competence, one's personality and soft skills contribute significantly to being a good team player.
 - Learning soft skills does not have any benefits.
 - If you learn soft skills, you can easily impress and cheat people for money.
 - Soft skills can be used effectively to manipulate and misguide people.
- 19 Which one of the following statement is correct regarding soft skills?
- Prioritise caring for your family by actively engaging in face-to-face conversations, shared meals and quality time together.
 - It is better to buy a flagship phone with top specifications on your own money, so you don't have to obey your parents.
 - Stop talking to parents, move out of the home, and stay with friends who are supportive of using mobile phone all the time.
 - Make it a point to let the parents know that it's your life and whatever you do is your decision, not theirs.
- 20 How can creative thinking benefit problem-solving?
- Creative thinking leads to avoiding problem-solving and challenges.
 - Creative thinking has no impact on problem-solving.
 - Creative thinking fosters innovative and effective solutions to problems.
 - Creative thinking is irrelevant in problem-solving.
- 21 Which soft skill involves the capability to manage and resolve disagreements or conflicts constructively?
- Time management
 - Adaptability
 - Conflict resolution
 - Leadership

- 22 How can soft skills contribute to effective teamwork?
- a. Soft skills hinder effective communication and collaboration in teams.
 - b. Soft skills lead to conflicts and challenges in team dynamics.
 - c. Soft skills foster mutual understanding, communication, and respect among team members.
 - d. Soft skills are irrelevant in team environments.
- 23 What soft skill involves the capability to adjust to changing circumstances and embrace new challenges?
- a. Emotional intelligence
 - b. Adaptability
 - c. Leadership
 - d. Conflict resolution
- 24 Why do employers value candidates with strong soft skills?
- a. Soft skills are not essential for career success.
 - b. Soft skills contribute to a negative work environment.
 - c. Soft skills enhance teamwork and productivity.
 - d. Soft skills are only needed in creative fields.
- 25 What is the role of leadership as a soft skill?
- a. Leadership involves following established rules and guidelines.
 - b. Leadership fosters effective communication and collaboration in teams.
 - c. Leadership has no impact on team dynamics.
 - d. Leadership involves influencing and guiding others toward shared goals.
- 26 How does conflict resolution contribute to effective team dynamics?
- a. Conflict resolution encourages conflicts and disputes among team members.
 - b. Conflict resolution avoids effective communication and understanding.
 - c. Conflict resolution fosters constructive problem-solving and collaboration in teams.
 - d. Conflict resolution is irrelevant in team environments.
- 27 What is the role of time management as a soft skill?
- a. Time management leads to inefficiency and missed deadlines.
 - b. Time management has no impact on productivity.
 - c. Time management allows individuals to prioritize tasks and meet deadlines effectively.
 - d. Time management is irrelevant in the workplace.
- 28 How can soft skills benefit personal relationships?
- a. Soft skills limit effective communication and understanding in personal relationships.
 - b. Soft skills avoid empathy and emotional connection.
 - c. Soft skills foster effective communication, empathy, and mutual understanding in personal
 - d. Soft skills are not applicable in personal relationships.

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- 31 Looking for the good in things instead of concentrating on the bad in things
- a. Positive Attitude
 - b. Energy Lattitude
 - c. Attitude
 - d. Altitude
- 32 Communication is a non stop.....
- a. Paper
 - b. process
 - c. programme
 - d. plan
- 33 Communication is a part of
- a. Soft skills
 - b. Hard skills
 - c. Rough skills
 - d. Short skills
- 34communication involve tone of voice, body language, facial expressions etc
- a. Non-verbal communication
 - b. Verbal communication
 - c. letter
 - d. notice
- 35 Planning, Preparedness, Persuasiveness, Presentability, Perseverance are five cardinals of soft skills and Personality Development?
- a. True
 - b. False
 - c. Can't say
 - d. None