



DSSSB TGT & PGT



Part-B

SCHOLAR BATCH

ENGLISH

SOFT SKILLS



LIVE

05-06-2024 07:00 PM



Paper Titles

1. English/MIL Communication

Skill Enhancement

Paper Titles

1. English Language Teaching ✓
2. Soft Skills ✓
3. Translation Studies ✓
4. Creative Writing ✓
5. Business Communication ✓
6. Technical Writing ✓



Q. 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



Q. Which of the following is an example of a soft skill?

- a) Coding in Python** X
- b) Problem-solving** ✓✓
- c) Operating heavy machinery** X
- d) Data analysis** X.



Q. Why are soft skills important in the workplace?

a) They are not essential for career success. X

b) They contribute to a positive work environment and enhance teamwork. ✓

c) Soft skills are only relevant for leadership positions. X

d) Soft skills are not transferable to different job roles. X



Q. Which soft skill refers to the ability to convey information effectively and listen actively to others?

- a) Creativity
- b) Emotional intelligence
- ☒ c) Communication
- d) Time management



Q. 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



Q. How do soft skills differ from hard skills?

a) Soft skills are specific and measurable abilities, while hard skills are transferable.

~~**b) Soft skills are technical, while hard skills are interpersonal.**~~

~~**c) Soft skills are not essential in the workplace.**~~

~~**d) Soft skills and hard skills are synonymous terms.**~~



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Q. Which soft skill involves the capability to adjust to changing circumstances and embrace new challenges?

a) Emotional intelligence X

b) Adaptability

c) Leadership X

d) Conflict resolution X



Accept

गुंजना

Adapt

Adopt

Expert
Adept



Q. Why are employers seeking candidates with strong soft skills?

- a) Soft skills are irrelevant in the workplace. X
- b) Soft skills contribute to a negative work environment. X
- c) Soft skills enhance teamwork and productivity. ✓
- d) Soft skills are only needed in creative fields. X



Q. What soft skill involves the capacity to influence and guide others toward shared goals?

a) Communication

b) Adaptability

c) Leadership

d) Decision making

Answer: c) Leadership ✓✓

Leader



Q. Which soft skill is crucial for effectively managing and resolving disagreements or disputes?

~~a) Time management~~

~~b) Creativity~~

c) Conflict resolution

~~d) Emotional intelligence~~



Q. What is the significance of time management as a soft skill?

a) Time management leads to inefficiency and missed deadlines. ~~X~~

~~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.~~



Q. How can soft skills contribute to personal relationships?

a) Soft skills limit effective communication and understanding. ~~X~~

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b) Soft skills avoid empathy and emotional connection. ~~X~~

c) Soft skills foster effective communication, empathy, and mutual understanding.

d) Soft skills are not applicable in personal relationships. ~~X~~



Q. 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.~~



Q. How can individuals develop their soft skills?

a) Soft skills cannot be developed or improved. ~~X~~

b) Soft skills are innate and cannot be refined. ~~X~~

✓ c) Soft skills can be developed through training, practice, and real-life experiences.

d) Soft skills are irrelevant in personal development. ~~X~~

Books



Q. 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 ✗



Q. How can soft skills benefit employees in customer-facing roles?

a) Soft skills are not relevant for customer interactions

b) Soft skills enhance effective communication and build rapport with customers.

c) Soft skills lead to conflicts and challenges with customers.

d) Soft skills are not transferable to customer service roles.



Q. What is the role of collaboration as a soft skill?

a) Collaboration limits effective teamwork and productivity. ✗

b) Collaboration fosters the generation of multiple ideas and perspectives. ✓

c) Collaboration avoids communication and interaction with others. ✗

d) Collaboration has no impact on the work environment. ✗



Q. How does emotional intelligence impact interpersonal relationships?

a) Emotional intelligence leads to a lack of understanding of one's emotions and others'.

b) Emotional intelligence fosters empathy, understanding, and effective communication with others.

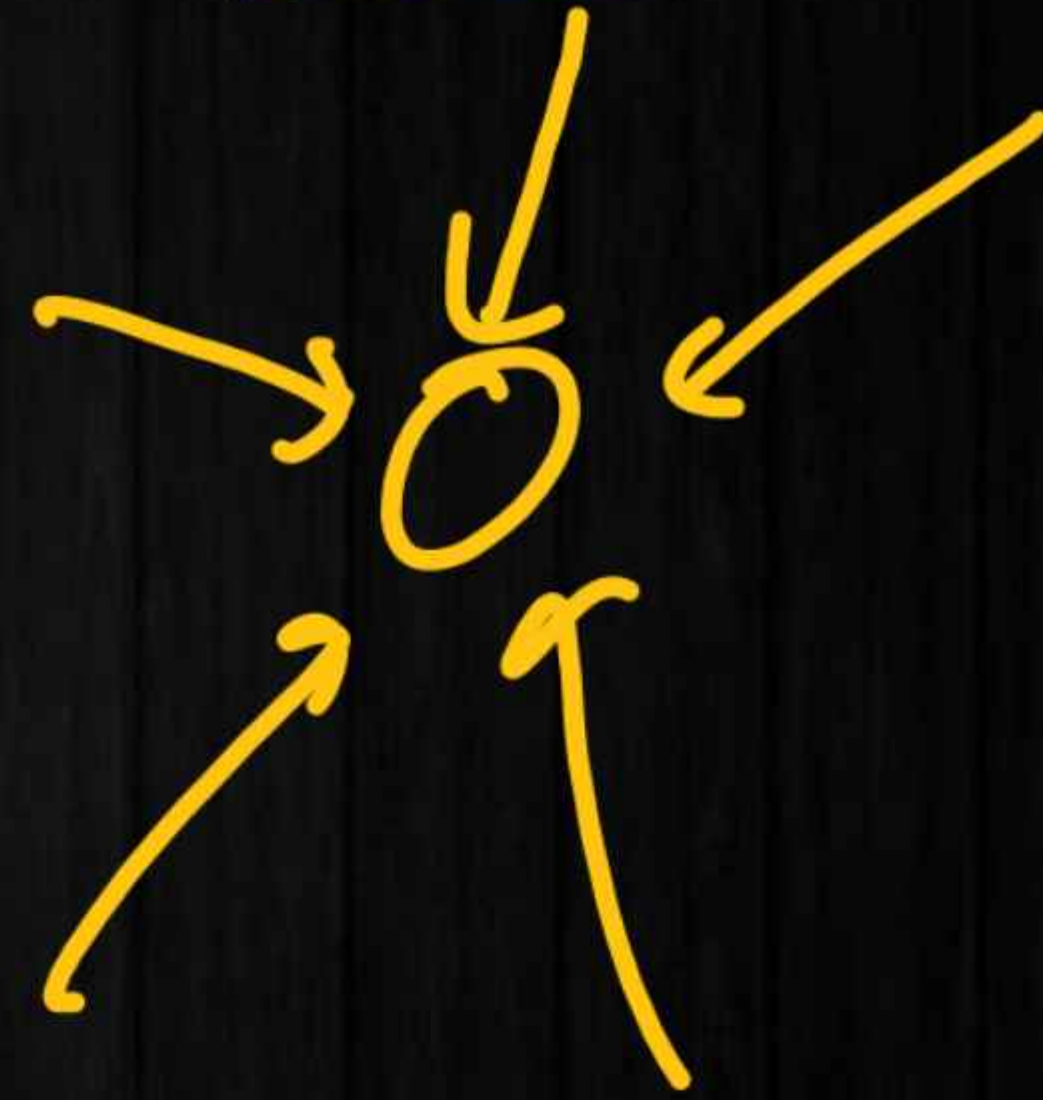
c) Emotional intelligence limits the development of soft skills. ~~X~~

d) Emotional intelligence is irrelevant in interpersonal interactions. ~~X~~



Q. What soft skill involves the skill of making informed and effective decisions based on available information?

- a) Communication** ✗
- b) Creativity** ✗
- c) Decision making** ✓
- d) Conflict resolution** ✗





Q. How can creative thinking benefit problem-solving?

~~a) Creative thinking leads to avoiding problem-solving and challenges.~~

~~b) Creative thinking has no impact on problem-solving.~~

c) Creative thinking fosters innovative and effective solutions to problems.

~~d) Creative thinking is irrelevant in problem-solving.~~



Q. Which soft skill involves the capability to manage and resolve disagreements or conflicts constructively?

- a) Time management**
- b) Adaptability**
- c) Conflict resolution**
- d) Leadership**



Q. 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.~~



Q. 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**



Q. 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.**



Q. 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.**



Q. 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.**



Q. 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.**



Q. 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 relationships.**
- d) Soft skills are not applicable in personal relationships.**



Q. Why is adaptability important in today's fast-paced work environment?

- a) Adaptability limits creativity and innovation.**
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Q. 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.**



Q. Which type of dress should be worn for an interview?

- a) Formal** ✓
- b) Casual**
- c) Traditional**
- d) none of these**



Q. For men, the colour of the socks should match with which of the following?

- a) trousers** ✓
- b) shirts**
- c) shoes** ✗
- d) tie**



Q. Your workspace should be clean and _____.

- a) organised
- b) messed-up
- c) unsafe
- d) none of these



Q. We should _____ cut our nails.

- a) regularly ✓
- b) never /
- c) rarely /
- d) none of these /



Q. During interviews, we should **express** our views

_____.

- a) clearly ✓
- b) in a haste
- c) aggressively
- d) none of these



Q. Put others in an embarrassing situation by asking them to speak if they don't want

It should _____ in a group discussion.

- a) never be done**
- b) always be done**
- c) good practice**
- d) none of these**



Q. Effective time management leads to

a) Increased productivity to achieve goals

b) Decrease and manage stress

c) better work-life balance

d) all of these



Q. Tools for Time Management are -

- a) Calendars
- b) To-Do lists
- c) Project tracking tools
- d) all of these



Q. Communication should be -

- a) clear ✓**
- b) correct**
- c) complete ✓**
- d) all of these ✓✓**



Q. Which of the following is a greeting /wish?

- ~~a) good morning~~
- b) get well soon
- c) happy journey
- d) all of these



Q. Verbal communications in business takes place through -

- a) phone call conversation**
- b) face to face conversation**
- c) phone call conversation and face to face conversation**
- d) none of these**



Q. The term communication is derived from the Latin word “_____” which means to share.

- a) Communis
- b) Communica
- c) Communi
- d) Community



Q. An effective communication must have -

- a) sender ✓
- b) receiver ✓
- c) message ✓
- d) all of these ✓



Q. _____ is a communication between two or more persons wherein the intended message is successfully delivered, received and understood.

- a) Effective Communication /**
- b) Ended Communication**
- c) Closed Communication**
- d) none of these**



Q. _____ listening is devoted for understanding the message of a speaker, as when we attend a classroom lecture.

~~a) comprehensive~~

b) critical X

c) empathetic X

d) appreciative X



Q. _____ is defined as the process that initiates, guides, and maintains goal oriented behaviour.

a) Motivation ✓

b) Attitude ✓

c) Aptitude ✓

d) all of these



Q. _____ is the continued effort toward a goal
even though obstacles may exist.

- a) Persistence
- b) Intensity
- c) Activation
- d) none of these



Q. Individually or organisationally, _____)
determines what is right and what is
wrong, and doing what is right or wrong is what we
mean by (_____).

- a) values, ethics
- b) ethics, values
- c) values, values
- d) ethics, ethics



Q. Thinking _____ thoughts depletes your energy reserves.

- a) negative //
- b) positive
- c) good
- d) none of these

*Ruining
वधाय वैश
destroy*



Q. Positive people will have more self-confidence than negative people.

- a) more
- b) less
- c) same
- d) none of these



Q. _____ refers to the guidelines for conduct, that address question about morality.

a) Ethics ✓

b) Values

c) Corruption ✗

d) none of these ✗



Q. _____ differs from person to person while ethics remain uniform.

- a) Values
- b) Ethics
- c) Corruption
- d) none of these



Q. Choose the correct option: _____ is the complex of mental characteristics that makes each of us unique from other people.

- a) personality**
- b) emotional tone**
- c) heredity**
- d) confidence**

[illegible]



Q. Which of the following things can have an effect on the development of an individual's personality?

- a) physical and mental capabilities**
- b) health and physical appearance**
- c) skin colour, gender, and sexual orientation**
- d) All of these**



Q. Choose the correct option: A _____ speaker looks into the eyes of the audience.

- a) confident ✓**
- b) impatient**
- c) rude**
- d) impolite**



Q. What is the most important thing to do to your hair everyday?

- a) comb it**
- b) colour it**
- c) cut it**
- d) All of these**



Q. What should you use every day to avoid armpit odour?

- a) deodorant**
- b) shampoo**
- c) comb**
- d) Shaving cream**



Q. When you cough, what should you do?

a) cover your mouth with your hand ✓✓

b) turn your head ✗

c) cover your mouth with the inside of your elbow ✗

d) go home



Q. Choose the correct option: Dress code is an example of _____ communication.

a) non-verbal

b) verbal

c) spoken

d) written





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Q. While mentioning the previous job experience in a Resume, you should follow the _____ order.

- a) reverse chronological
- b) chronological
- c) important job first
- d) jumbled-up

M.Phil
B.ed
M.A
B.A
12
11
10



Q. Choose the correct option: Unstructured interview is also called _____.

- a) ~~directive~~ interview**
- b) non directive interview**
- c) collaborative approach interview**
- d) approach interview**



Q. Choose the correct option: In a group discussion, one must communicate with _____.

a) knowledge

b) ignorance

c) long sentences

d) hostility



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Q. When is the best time to break into a discussion?

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- a) When everyone is silent**
- b) When two or three people are talking simultaneously**
- c) When somebody is concluding the discussion**
- d) All of these**



Q. Which of these must be avoided in a group discussion?

- a) speaking fast** ✓
- b) speaking clear**
- c) speaking facts**
- d) asking questions**



Q. Choose the correct option: A _____ is a monitor of a group discussion.

a) moderator ✓

b) leader ✓

c) manager ✓

d) poet ✓



Q. Choose the correct option: A group discussion must advance_____.

- a) truth /**
- b) dishonesty /**
- c) personal glory /**
- d) arguments /**



Q. Which of the following is advantage of time management?

- a) Less stress**
- b) Inefficient workflow**
- c) Poor work quality**
- d) A poor professional reputation and a stalled career**