

दि. २३.०२.२०२४

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 आणि याच वर्गातील रिपीटर विद्यार्थिनींसाठी (फक्त CBCS Pattern)

**Skill Development Courses (SDC) Sub- Interview & Personal Presentation Skill**

या विषयाच्या नवीन अभ्यासक्रम आणि परीक्षेसंदर्भात महत्त्वाची 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 १०० प्रश्नांची **Question Bank** आपल्या विषयाच्या Whats app ग्रुपवर तसेच Whats app ग्रुपवर न मिळाल्यास महाविद्यालयाच्या वेबसाईट वरती नोटीसी च्या खालील पेज मध्ये ही देण्यात येत आहे. सदर प्रश्न सरावासाठी देण्यात येत आहेत. सदर अभ्यासक्रमासाठीच्या **Question Bank** वरच आधारित २५ प्रश्नांची व ५० गुणांची परिक्षा महाविद्यालयात उपस्थित राहून **offline** पध्दतीने 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 संबंधितांनी गांभिर्याने नोंद घ्यावी.

डॉ. आर. जी. कुलकर्णी  
प्राचार्य

- Language has ----- mediums of communication.  
a) One                      **b) Two**                      c) Three                      d) Four
- and writing are the two mediums of language.  
**a) Speech**                  b) Listening                  c) Reading                  d) None of these
- Generally, speech is considered to be the ----- medium of language.  
A) Secondary                  b) Third                  **c) Primary**                  d) Writing
- is secondary medium of language.  
a) Listening                  b) Speech                  c) Reading                  **d) Writing**
- is permanent.  
**a) Writing**                  b) Reading                  c) Speaking                  d) Listening
- is less permanent.  
a) Listening                  **b) Speech**                  c) Reading                  d) Writing
- 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) non-verbal**      c) inflexible                      d) none of these

25. Feedback could be verbal or non-verbal and it is given when you -----  
the message

- 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. A good presenter should -----

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

33. 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

34. 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

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

a) Face to face interview

**b) Telephonic interview**

c) Personal interview

d) None

36. Interviews are conversations with -----

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

37. 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

38. 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

39. The word interview is derived from

a) Latin

**b) French**

c) German

d) Indian

40. 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**

41. Facial expression should be

a) aggressive

b) shy

**c) natural**

d) bored

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

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

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

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

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

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

45. One should carry \_\_\_\_ for the interview.

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

46. Fundamental quality to face an interview is

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

47. While facing an interview, one should be \_\_\_\_

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

48. While facing an interview, one should have \_\_\_\_

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

49. 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**

50. \_\_\_\_\_ means a person who asks the questions in an interview.

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

51. While facing an interview, one should avoid -  
 a) patience  
 b) grasping the question  
 c) **boasting and showing ill manners**  
 d) confidence
52. 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**
53. \_\_\_\_ 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
54. Interviews are conversations with \_\_\_\_  
 a) fun  
 b) **purpose**  
 c) friendliness  
 d) informality
55. Which is a quality that employers looking for in employees ?  
 a) **trust worthy**  
 b) lazy  
 c) disloyal  
 d) none of these
56. Which of these are extremely important during a job interview ?  
 a) **eye contact**  
 b) sad mood  
 c) dress  
 d) raising voice
57. When answering interview questions, it is important to -  
 a) **be precise**  
 b) be general  
 c) stretch the facts  
 d) explain too much
58. 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
59. 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



60. At the time of interview, the employer judges candidate's \_\_\_\_  
a) Knowledge b) aptitude  
c) sense of values d) **all of these**
61. Wear \_\_\_\_ clothes for good impression at the time of interview  
a) **formal** b) gaudy  
c) fashionable d) informal
62. One should know \_\_\_\_ of the interview.  
a) day & date b) time  
c) venue d) **all of these**
63. 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 ?
64. Be \_\_\_\_ throughout the interview  
a) aggressive b) nervous  
c) **polite** d) sad
65. 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
66. you should always arrive at least \_\_\_\_ minutes early for an interview.  
a) 5 b) 2  
c) 10 d) **30**
67. 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
68. 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

69. At the interview, one's voice must be \_\_\_\_\_.  
a) Very loud b) very low  
c) **audible** d) None of the above
70. Show \_\_\_\_\_ to your previous organization at the time of interview.  
a) **loyalty** b) disloyalty  
c) dishonesty d) all of these
71. What should you always do after an interview ?  
a) runaway b) ask about salary  
c) **thank the interviewer** d) ask-am I appointed?
72. 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**
73. The required document at the time of interview is \_\_\_\_\_  
a) Resume b) degree Certificates  
c) mark lists d) **all of these**
74. ....is the primary purpose of a job interview?  
A) To showcase personal achievements  
B) **To assess the candidate's skills and suitability for the role**  
C) To discuss personal preferences  
D) To negotiate salary
75. Non-verbal communication is important in an interview because....  
A) It has no impact on the interview outcome  
B) **It can convey confidence and professionalism**  
C) It is irrelevant to effective communication  
D) It is solely the responsibility of the interviewer
76. The STAR method stand for .....in behavioral interviews  
A) **Situation, Task, Achievement, Result**  
B) Skills, Traits, Abilities, Results  
C) Structure, Timeframe, Analysis, Reflection  
D) Success, Tenacity, Adaptability, Recognition

77. How should you answer the "Tell me about yourself" question in an interview?

- A) Provide personal details unrelated to the job
- B) Share your life story
- C) Summarize relevant professional experiences and skills**
- D) Refuse to answer

78. .... is the purpose of researching a company before an interview?

- A) To memorize information for impressing the interviewer
- B) To ask questions unrelated to the company
- C) To demonstrate genuine interest and preparedness**
- D) To avoid answering questions about the company

79. How should you handle a difficult or unexpected question during an interview?

- A) Provide a vague answer
- B) Refuse to answer
- C) Take a moment to gather your thoughts and respond thoughtfully**
- D) Pretend not to understand the question

80. The term "body language" refer to in the context of interview as

- A) The use of complex vocabulary
- B) Verbal communication only
- C) Non-verbal cues such as gestures, facial expressions, and posture**
- D) Reading a script during the interview

81. Why is it important to follow up after an interview?

- A) To ask for immediate feedback
- B) To reiterate your interest in the position and express gratitude**
- C) To inquire about the salary
- D) To withdraw your application

82. What is the purpose of a thank-you email after an interview?

- A) To criticize the interview process
- B) To express disappointment
- C) To showcase writing skills and gratitude**
- D) To request a higher salary

83. How can you demonstrate adaptability in an interview?

- A) Refusing to consider alternative solutions
- B) Sharing instances where you successfully adapted to change**
- C) Avoiding discussion of past experiences
- D) Stating that you are not adaptable

84. What is the definition of self-awareness in the context of personality development?

- A) Knowing everything about others
- B) Understanding one's own thoughts, emotions, and behaviors**
- C) Being aware of current events
- D) Memorizing personal achievements

85. Which of the following is a component of emotional intelligence?

- A) Ignoring others' feelings
- B) Reacting impulsively to situations
- C) Recognizing and managing one's own emotions**
- D) Avoiding emotional expression

86. How does active listening contribute to effective communication in personality development?

- A) By interrupting the speaker frequently
- B) By demonstrating genuine interest and understanding**
- C) By speaking louder than the speaker
- D) By avoiding eye contact

87. What is the significance of resilience in personality development?

- A) It indicates inflexibility
- B) It demonstrates the ability to adapt and bounce back from challenges**
- C) It suggests avoiding challenges altogether
- D) It implies dependence on others for solutions

88. Why is continuous learning considered an essential aspect of personality development?

- A) To memorize facts and figures
- B) To showcase academic achievements
- C) To adapt to new challenges, acquire new skills, and stay relevant**
- D) To avoid challenges and maintain the status quo

89. What do we use for presentations?

- (a) Power point**
- (b) Word
- (c) Office
- (d) Documents

90. What features should our presentation have?

- (a) Impressive and effective**
- (b) Inefficient
- (c) Incompetent
- (d) Ordinary

91. In presentation which things are play equal role?

- (a) Content and voice**
- (b) Text and font
- (c) Time and size
- (d) Sort and indent

92. In presentation, what we use to create a simple design template?

- (a) Slide master**
- (b) Outlook
- (c) OneNote
- (d) Drive

93. What should be used in presentation with the audience in mind?

- (a) Language and techniques**
- (b) Font
- (c) Symbols
- (d) Styles

94. What should we use for effective presentation?

- (a) Limited words and key phrases**
- (b) Images
- (c) Layouts
- (d) Styles

95. How can we deliver the right message to our target audience effectively?

- (a) With Researched, planned and prepared professionally**
- (b) Casual
- (c) Superficiality
- (d) Unprepared

**96.** How our points land as practiced with our live audience?

- (a) With rehearsal and timed practice**
- (b) Researched
- (c) Planned
- (d) Prepared

**97 .** Which text is the best for the background in presentation?

- (a) Light text on dark background**
- (b) Dark text on light background
- (c) Colorful font
- (d) Black and white style

**98.** Which background can reduce the readability of text?

- (a) Patterned background**
- (b) Vinyl
- (c) Foil
- (d) Flock

**99.** Which features seems impressive at first but get old quickly?

- (a) Flashy transitions such as text fly-ins**
- (b) Toned-down
- (c) Restrained
- (d) Modest

**100.** Which special effects can negative impact on the credibility of text?

- (a) Animation and sounds**
- (b) Font and style
- (c) Language and content
- (d) Layouts

**101.** Which thing maintains its impact and resolution when projected on a larger screen?

- (a) Image**
- (b) Layouts
- (c) Styles
- (d) Clip arts

**102.** What is a good rule of thumb during presentation?

- (a) One slide per minute**
- (b) Five slides per minute
- (c) One slide in few seconds
- (d) Avail max time

**103.** What we learn presentation in a non-linear presentation?

- (a) Learn to navigation**
- (b) Cruise
- (c) Skipper
- (d) Neglect

**104.** Through what power point allows the presenter to jump ahead or back without having to page?

- (a) Interim slides**
- (b) Permanent slides
- (c) Unlimited slides
- (d) Perpetual slides

**105.** What will not be shown by animation or other special effects?

- (a) Transparencies and handouts**
- (b) Obscurity
- (c) Ambiguity
- (d) Cunning

**106.** Which thing we should use for run our presentation?

- (a) Hard disk**
- (b) Floppy disk
- (c) Compact disk
- (d) Digital versatile disk

**107.** Which thing may slow down our presentation?

- (a) USB**
- (b) Flash drive
- (c) Hard disk
- (d) Compact disk

**108.** In presentation which font style is not used?

- (a) Italics**
- (b) Bold
- (c) Underline
- (d) Outline

**109.** Which audio should be avoided in presentation?

- (a) Unlicensed music**
- (b) Folk music
- (c) Swing
- (d) Plainsong

**110.** At the end of the presentation which thing will we done?

- (a) Record and rehearse the timing**
- (b) Planning
- (c) Checkout
- (d) Present

**111.** In dialogue box which feature we find to saw our slides?

- (a) Slide show**
- (b) Print
- (c) Animation
- (d) Shuffle

**112.** A presentation is a form of oral communication in which person shares factual information with an audience that is.

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

**113.** The presenter acts as the:

- (a) delivery of the information
- (b) medium of the information
- (c) advocate of the information**
- (d) supporter of the information



**114.** The key of success is.

- (a) practice
- (b) preparation
- (c) effort
- (d) All of the above**

**115.** A good presenter should have -----

- (a) good physical appearance
- (b) Proper dressing
- (c) speaking skills
- (d) All of the above**

**116.** In beginning you should give firstly.

- (a) your introduction**
- (b) summary of a topic
- (c) asking irrelevant questions
- (d) further information

**117.** A good technique to get your audience attention is-----

- (a) a statement made to surprise
- (b) asking rhetorical questions**
- (c) asking introduction to the audience
- (d) none of these