

BALLARI INSTITUTE OF TECHNOLOGY & MANAGEMENT

(Autonomous Institute under Visvesvaraya Technological University, Belagavi)

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Course Code

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Third Semester B.E. Degree Examinations, March/ April 2024

PERSONALITY DEVELOPMENT FOR CIVIL ENGINEERS

Duration: 1 hr

Max. Marks: 50

Instructions to the Candidates:

- All questions are compulsory
- Each question carries 1 mark
- Use only black ball point pen
- Darkening two circles for the same question makes the answer invalid
- Damaging/overwriting, using whiteners on the OMR are strictly prohibited.

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<u>Q. No</u>	<u>Question</u>
1.	Mostly emotional barriers are faced by A. Introverts B. Extroverts C. Listeners D. Talkative persons
2.	Voice expressions can be judged by: A. Vocals B. Tone of voice C. Speed of voice D. Words selection
3.	You speak fast when there is: A. An emergency B. An urgent work C. Exciting news D. All of the above
4.	Which of these is not an element of the speaking technique? A. Voice quality B. Word stress C. Appearance D. Correct tones
5.	Which of these factors is not involved in the determination of correct tone? A. Pitch B. Dressing style C. Quality D. Strength
6.	Which of these should be avoided for an effective speech? A. Determination of the purpose B. Selection of message C. Lack of interest D. Selection of theme
7.	Which one can make your speech more powerful and more effective? A. Fluency B. Vocabulary C. Grammar D. Pronunciation
8.	_____ is defined as the ability to deliver information with speed, accuracy and proper expression. A. Fluency B. Vocabulary C. Grammar D. Pronunciation
9.	Which of these should be avoided for an effective speech? A. Planning of speech B. Preparation of speech C. Long sentences D. Organisation
10.	Which of the following is false regarding why a SWOT Analysis is used? A. To build on the strengths of a business B. To minimize the weaknesses of a business C. To reduce opportunities available to a business D. To counteract threats to a business

11. Which of the following is an example of proxemics in non-verbal communication?
 - A. Facial expressions
 - B. Hand gestures
 - C. Personal space
 - D. Eye contact
12. In a business meeting, what does an upright and straight posture typically suggest?
 - A. Nervousness
 - B. Confidence and attentiveness
 - C. Indifference
 - D. Hostility
13. Which facial expression is most likely to create a positive first impression?
 - A. Frowning
 - B. Neutral expression
 - C. Smiling
 - D. Raised eyebrows
14. What does a firm handshake usually convey during a first encounter?
 - A. Nervousness
 - B. Indifference
 - C. Confidence
 - D. Aggression
15. In a crowded elevator, which proxemics zone is likely to be experienced?
 - A. Intimate space
 - B. Personal space
 - C. Social space
 - D. Public space
16. Which facial expression is a universal sign of happiness across cultures?
 - A. Smiling
 - B. Raised eyebrows
 - C. Frowning
 - D. Blank stare
17. Why is it important to be mindful of facial expressions during a presentation?
 - A. Facial expressions don't impact audience perception
 - B. They can distract the audience
 - C. They help convey emotions and sincerity
 - D. Smiling is not necessary
18. What is the significance of preparation in non-verbal communication during presentations?
 - A. It has no impact
 - B. It enhances confidence and reduces nervousness
 - C. It is irrelevant to non-verbal cues
 - D. It is solely for the benefit of the presenter
19. Which type of team is formed for a specific project and disbands once the project is completed?
 - A. Virtual team
 - B. Permanent team
 - C. Task force
 - D. Self-managed team
20. What is a primary characteristic of teamwork?
 - A. Individual tasks
 - B. Lack of interdependence
 - C. Shared responsibility and mutual
 - D. Autonomy of members
21. What is a key benefit of critical thinking?
 - A. Increased memorization abilities.
 - B. Enhanced problem-solving skills.
 - C. Limited creativity.
 - D. Solely applicable in academic settings.
22. Why is precision important in critical thinking?
 - A. It encourages vague and imprecise language
 - B. It hinders effective communication
 - C. It promotes clarity and accuracy in expressing ideas
 - D. It discourages the use of specific details and examples
23. Why is creativity important in problem-solving?
 - A. It hinders the problem-solving process
 - B. It encourages a narrow focus on routine solutions
 - C. It allows for innovative and out-of-the-box ideas
 - D. It limits exploration of alternative viewpoints
24. What is the first step in the problem-solving process?
 - A. Jumping to conclusions
 - B. Identifying and defining the problem
 - C. Ignoring the issue
 - D. Implementing solutions immediately
25. What is the primary purpose of time management?
 - A. To procrastinate and delay tasks
 - B. To create unnecessary stress and pressure
 - C. To ensure efficient use of time and resources
 - D. To avoid setting priorities

26. What is the purpose of analysing strengths and weaknesses?
A. To reinforce and maintain existing B. To identify areas for improvement and
C. To avoid self-reflection and D. To discourage self-awareness
27. What is a key benefit of goal setting?
A. Discouraging motivation and ambition B. Providing a clear direction and purpose
C. Avoiding self-reflection and introspection D. Limiting personal growth and development
28. What is the purpose of communication etiquette?
A. To encourage disrespectful language B. To foster effective and respectful communication
C. To discourage active listening D. To promote a lack of courtesy in conversations
29. What does workplace etiquette focus on?
A. Only during team-building activities
B. Appropriate behaviour in a professional environment
C. Only during casual Fridays
D. Casual communication with friends
30. What does telephone etiquette primarily address?
A. Proper use of smartphones B. Text messaging
C. Effective phone communication D. Social media interactions
31. Effective leaders often demonstrate:
A. Closed-mindedness B. Flexibility
C. Rigidity D. Lack of communication skills
32. A leader who encourages and values the opinions of team members is practicing
A. Autocracy B. Delegation
C. Collaboration D. Isolation
33. What is a fundamental element of building strong relationships?
A. Isolation B. Communication
C. Secrecy D. Autonomy
34. Leaders typically focus on:
A. Micromanagement B. Employee development
C. Strict rules and regulations D. Hierarchical structures
35. Bosses often rely on:
A. Open communication B. Delegation
C. Dictating tasks D. Empowering employees
36. What is a key driver of innovation in the workplace?
A. Resistance to change B. Complacency
C. Creativity and curiosity D. Strict adherence to rules
37. What does "Clarity" refer to in the 5 C's of business writing?
A. Using complex jargon
B. Conveying information in a straightforward manner
C. Adding unnecessary details
D. Making the message ambiguous
38. Why is "Correctness" important in business writing?
A. It adds complexity to the message B. It ensures accuracy and professionalism
C. It encourages grammatical errors D. It promotes ambiguity
39. Which strategy of conflict management involves finding a middle ground and reaching a compromise between conflicting parties?
A. Collaboration B. Accommodation
C. Compromise D. Avoidance
40. What is a common physical symptom of stress?
A. Increased energy levels B. Decreased heart rate
C. Muscle tension and headaches D. Improved concentration
41. What is the primary purpose of a Brainstorming group discussion?
A. Decision Making B. Problem Solving
C. Generating Ideas D. Conflict Resolution

42. A Panel Discussion usually consists of:
 - A. One presenter sharing information
 - B. A group of participants presenting different perspectives
 - C. Subgroups discussing various aspects of a topic
 - D. A hypothetical scenario to analyse
43. Which of the following is a key component of successful time management in a group setting?
 - A. Multitasking
 - B. Setting realistic goals
 - C. Procrastination
 - D. Ignoring deadlines
44. What is a common "Don't" during a group discussion?
 - A. Actively listen to others
 - B. Speak clearly and concisely
 - C. Ignore the moderator's instructions
 - D. Support your points with evidence
45. What is Creativity?
 - A. Implementing existing ideas
 - B. Generating new and valuable ideas
 - C. Following established procedures
 - D. Replicating others' work
46. Which term refers to the introduction of something new or different?
 - A. Conformity
 - B. Replication
 - C. Innovation
 - D. Tradition
47. What is a common characteristic of creative individuals?
 - A. Fear of failure
 - B. Conformity
 - C. Open-mindedness
 - D. Avoidance of challenges
48. What are the common categories of creativity?
 - A. Logical and illogical
 - B. Artistic and scientific
 - C. Traditional and modern
 - D. Routine and chaotic
49. What is psychometric analysis?
 - A. The study of the mind's structure
 - B. The measurement and assessment of psychological traits
 - C. The analysis of neurological disorders
 - D. The examination of cognitive skills exclusively
50. The importance of personality tests lies in:
 - A. Predicting physical fitness
 - B. Identifying cognitive skills
 - C. Understanding and predicting behaviour
 - D. Evaluating sensory perceptions