



## Questions Sheet #2

### Chapter 10 in Ref [1] and chapters 3&4 in Ref [2]:

#### Thinking, Listening & Reading Skills:

- 1- Core thinking skills can be categorized in to two levels, low level and High level skills, mention the skills in each category.
- 2- Focusing skill is required in each activity a person does, how can you be focused?
- 3- Can a person be focused and perform multitasking?
- 4- As a part of preparing any topic or doing a scientific research you need to collect information, what are the information gathering skills?
- 5- What is the meaning of brainstorming?
- 6- After gathering information, you need to organize and integrate the collected information. What are the basic strategies to do so?
- 7- What is the meaning of mind mapping? Support your answer with example and sketches.
- 8- Analysis, evaluating, and generating are high level thinking skills. Briefly explain each of them.
- 9- How can you simulate creative thinking?
- 10- What is selective listening and what are the consequences of doing it?
- 11- What are the skills you must have to be an effective listener?
- 12- What is the meaning of active listening?
- 13- What is the meaning of selective reading?
- 14- What is the meaning of categorizing reading materials?
- 15- While reading something, what are the habits you should have to ensure an effective reading?



**Chapters 10 &11 in Ref [3] Persuasion and Arguing Skills:**

- 1- What is persuasion?
- 2- Persuasion is a receiver-oriented phenomenon. Explain.
- 3- Persuasion can be classified as listed below. Explain with examples each one.
  - Formally or informally.
  - Publically or interpersonally.
  - Direct or indirect (Persuasive or informative).
  - Cognitive or non-cognitive.
  - To convince, reinforce, or to actuate.
- 4- The context of persuasion can be intrapersonal, interpersonal, mass-interpersonal, or mass persuasion. Explain with examples
- 5- What are the six components of mass-interpersonal persuasion? Briefly explain each one.
- 6- The impact of a persuasion message depends on the audience. Explain.
- 7- What are the four main elements of preparing a persuasive message?
- 8- The goal of a persuasion message must be reasonable. Explain with examples.
- 9- What is the meaning of audience analysis? And how will it affect your message design?
- 10- What are the three building blocks of Aristotle for designing a persuasive message? Briefly explain each one.
- 11- What are the types of persuasion claim?
- 12- What is Monroe's Motivated Sequence (MMS)? Choose a message and apply the MMS.
- 13- Reasoned argument can be inductive reasoning, reasoning by analogy, or casual reasoning. Explain. Also when being argued by one of these methods what are the points you should be thinking of?



14- Explain the following taboos of any argument:

- A-Ad Hominem
- B-Hasty generalization.
- C-False Cause.
- D-Bandwagon
- E-Circular argument.
- F-Irrational reasons.
- G-Appeal to authority figure.

**Chapters 12 in Ref [3] & Chapter 13 in Ref [1] Interviewing Skills:**

- 1- What is the difference between a CV and a resume?
- 2- What is cover letter? Write an example.
- 3- What are the points you must take care of while writing a resume to ensure an effective presentation?
- 4- You can write an objective at the beginning of your resume. Write an example of an effective and ineffective objectives.
- 5- How can you prepare effectively for an interview?
- 6- The way you look and dress is very important during an interview. Mention some points to ensure your professional look.
- 7- Behavioral interview questions, Brainteaser questions, and Stress interview questions are different types of interview question. Explain each type and how to answer them effectively.
- 8- What are the advantages and disadvantages of phone interviews?
- 9- How can you effectively handle a group interview?