

## Soft Skills Development

[Time:2.30 Hrs]

[ Marks:75]

Please check whether you have got the right question paper.

- N.B:
1. All questions are compulsory.
  2. Figures to the right indicate full marks.
  3. Students answering in the regional language should refer in case of doubt to the main text of the paper in English.

Q.1 Attempt **any four** of the following. 20

- A. What is personality development and give some tips for enhancing personality?
- B. What is positive thinking and how can we develop habits of positive Thinking
- C. Write a short note on Johari's Window.
- D. What is Communication Skill? Explain types of communication?
- E. What is Emotional Intelligence? What are the skills required to develop emotional intelligence?
- F. What are the benefits of effective communication in personal and professional settings?

Q.2 Attempt **any four** of the following. 20

- A. Differentiate between Resume and Curriculum Vitae (CV).
- B. What is hybrid resume? Give an example.
- C. What is a scannable resume? What are the two aspects that need to be taken care of while making a scannable resume?
- D. Why is a cover letter important?
- E. How to deliver the presentation?
- F. What are the preparatory steps for job interview?

Q.3 Attempt **any four** of the following. 20

- A. Describe the role of leaders in nurturing creativity of an employee?
- B. Describe the importance of work ethics. Is it equally important for the employees at all the levels?
- C. What are some of the opportunity provided by organizations for their employees to hone their skills and enhance their ability?

- D. What are the four stages of team building? Explain each stage briefly
- E. Explain the major techniques commonly employed to arrive at a decision.
- F. How does power and trust influence the process of negotiation?

Q.4                      Attempt **any three** of the following. 15

- A. What is GSC's 3M Model of Communication?
- B. What are fundamentals of Good Listening?
- C. What are the personality traits a candidate should possess to be successful in a group discussion?
- D. Why is it important to consider your social media profile before interview?
- E. What is decision making and why is it essential at workplace?
- F. What classification should be done to prioritize your task?

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