

**M. A. (ENGLISH)/ M.A. ECONOMICS /M.SC. MICRO. /M. COM.
//M.SC. COMP. SCIENCE/ M..SC. ANALYTICAL CHEMISTRY/
M.SC. ORGANIC / M.SC. INORGANIC SEM -III (CHOICE
BASED CREDIT AND GRADE SYSTEMS)EXTRA CREDIT (2012
COURSE) : SUMMER - 2018
SUBJECT: DEVELOPING SOFT SKILLS**

Day : **Friday**
Date : **04/05/2018**

S-2018-0940

Time: **03.00 PM TO 06.00 PM**
Max. Marks: 60.

N.B.:

- 1) All questions are **COMPULSORY**.
 - 2) Figures to the **RIGHT** indicate full marks.
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Q.1 Answer any **THREE** of the following: **(15)**

- a) Define soft skills and explain various skills of employability.
- b) Comment on the significance of manners and etiquette.
- c) What is the importance of SWOT analysis in career planning?
- d) To what extent do you think ethics and values are essential to create positive personality?

Q.2 Answer any **THREE** of the following: **(15)**

- a) Prepare your CV for the post of a Research Associate Imaging the essential details.
- b) What is the importance of personal appearance in a job interview?
- c) Discuss how time management helps one to be successful in life.
- d) Explain various aspects of stress management.

Q.3 Answer any **THREE** of the following: **(15)**

- a) What is the importance of 'group discussion' in a job interview?
- b) Explain various qualities of a good leader.
- c) Discuss the essential requirements of developing ideal work culture.
- d) How does confidence building help one to grow in his/her professional career?

Q.4 Write short notes on any **THREE** of the following: **(15)**

- a) Corporate skills
- b) Group behaviour
- c) Social skills
- d) Interview Techniques

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