

**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) : WINTER - 2018**

SUBJECT: DEVELOPING SOFT SKILLS

Day : Tuesday
Date : 30/10/2018

W-2018-1064

Time: 11.00 AM TO 02.00 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) Comment on the different elements of SWOT analysis.
- b) How do ethics and values help to develop positive attitude?
- c) State the importance of 'confidence' in job interview.
- d) Discuss the significance of employability skills.

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

- a) Prepare your CV for the post of a Research Assistant. Imagine the necessary detail.
- b) What is the importance of personal appearance in an interview?
- c) Explain Do's and Dont's of time management.
- d) Discuss peer negotiation and resistance as essential aspect of stress management.

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

- a) What is confidence building? State its significance to succeed in career.
- b) Comment on the qualities of a good leader.
- c) How one can inculcate good work culture among the employees?
- d) State the importance of manners and etiquette in professional growth.

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

- a) Group discussion
- b) Conflict management
- c) Interview style
- d) Corporate skills

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