

SUBJECT: DEVELOPING SOFT SKILLS

Day: **Tuesday**
Date: **14/11/2017**

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

W-2017-0840

N.B.:

- 1) All questions are **COMPULSORY**.
- 2) Figures to the **RIGHT** indicate full marks.

Q.1 Attempt any **THREE** of the following: **(15)**

- a) What are the internal and external traits in SWOT analysis?
- b) Elaborate on soft skills and state its types.
- c) Comment on the factors affecting the positive attitude in life.
- d) How will you prepare for a job interview?

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

- a) Write a note on etiquette and manners in social as well as professional life.
- b) Prepare you CV for the post of 'Research Fellow'. Imagine the necessary details.
- c) Write a note on social skills.
- d) Explain the concept, 'leadership qualities and team work'.

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

- a) What is stress management? Explain the various types of stress.
- b) How do honesty and sincerity help in developing work culture?
- c) Comment on the importance of stress management in today's world.
- d) Explain do's and dont's in time management.

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

- a) Coping with stress and anger
- b) Group behavior
- c) Work culture
- d) Ethics and values

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