

MASTER OF ARTS (ENGLISH) (CBCS - 2018 COURSE)
M.A. (English) Sem-III : WINTER :- 2021
SUBJECT: SOFT SKILLS

Day : Wednesday
Date 9/2/2022

W-18575-2021

Time : 02:00 PM ~~3:30 PM~~
Max. Marks: 30

N.B.

- 1) All questions are **COMPULSORY**.
 - 2) Figures to the **RIGHT** indicate **FULL** marks.
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Q.1 What are the important steps to achieve confidence in an interview? **(10)**

OR

Explain the term 'SWOT' in detail. How do the different variations help us understand the basic concept underlying it?

Q.2 Attempt **ANY TWO** of the following. **(10)**

- a) What are the reasons for poor time management?
- b) Explain importance of soft skills.
- c) State the features of moral and ethical values.
- d) Comment on the term 'Telephone Skills'?

Q.3 Write short notes on **ANY TWO** of the following: **(10)**

- a) Leadership
- b) Corporate skills
- c) Types of interview
- d) Advantages of teamwork

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