

MASTER OF ARTS (ENGLISH) (CBCS - 2018 COURSE)
M.A. (English) Sem-III :SUMMER- 2022
SUBJECT : SOFT SKILLS

Day : Saturday

Time : 03:00 PM-06:00 PM

Date : 9/7/2022

S-18575-2022

Max. Marks : 30

N.B.:

- 1) All questions are **COMPULSORY**.
- 2) Figures to the right indicate **FULL** marks.

Q.1 Define the term, teamwork and explain advantages and disadvantages of it. **[10]**

OR

Explain the concept of 'negotiation' with suitable examples.

Q.2 Attempt **ANY TWO** of the following: **[10]**

- a) What are the causes of poor time management?
- b) How to prepare for behavioural interview?
- c) What are the measures to be taken to build self-confidence?
- d) What are the impacts of stress on human body?

Q.3 Write short notes on **ANY TWO** of the following: **[10]**

- a) Life skills
- b) Johari Window
- c) Do's and don'ts of telephone conversation
- d) Characteristics of work culture

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