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Reg. No. : .....

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First Semester B.A. Degree Examination, March 2023

Career Related First Degree Programme under CBCSS

Group 2(a) : English and Communicative English

Vocational Course

CG 1171 : SOFT SKILLS

(2022 Admission)

Time : 3 Hours Max. Marks : 80

I. Answer **all** questions, each in **a** word or **sentence**.

1. What are soft skills?
2. How can we test soft skills?
3. Define communication.
4. What is meant by interpersonal communication?
5. Define life skills.
6. Name two hard skills.
7. Name two skills needed for an interview.
8. Verbal communication.
9. Name two skills needed for team work.
10. Are gestures necessary for communication? What is your opinion?

(10 × 1 = 10 Marks)

P.T.O.

II. Answer any **eight** in a short paragraph not exceeding **50** words.

11. What is positive thinking?

12. What are problem solving skills?

13. What is stress management?

14. How can we manage time?

15. What is the importance of team work?

16. Write a note on Listening skills.

17. What are the most essential skills to teach?

18. What is the purpose of an interview?

19. What is the proper dress code for an interview?

20. What are the skills needed for public speaking?

21. What is etiquette? Elaborate on professional etiquette.

22. The importance of setting personal goals.

(8 × 2 = 16 Marks)

III. Answer any **six**, in a paragraph not exceeding **100** words.

23. How can you make an effective presentation?

24. How should one get ready for an interview?

25. How can you become a good leader?

26. Imagine that you are employed in a corporate firm. You work hard yet. Your boss is harsh to you. How will you manage?

27. You are a newly recruited employee. What skills should you cultivate in order to work with a team?

28. Describe a situation where results go against your expectations. How will you adapt?

29. What is a group discussion? What are the Dos and Don'ts of participating in a group discussion?

30. How do you cope when you have too much work on your plate?

31. How do you develop good organizational skills?

(6 × 4 = 24 Marks)

IV. Answer any **two**, each in about **300** words.

32. What is the importance of social skills in one's life? Describe a situation that demands appropriate use of social skills.

33. Write an essay on professional skills.

34. What are personal skills? How are they relevant in your day to day life?

35. In today's world, it has become critical to sharpen soft skills along with hard skills. Do you endorse this view?

(2 × 15 = 30 Marks)