

2025

(November-December)

ENGLISH

Paper: SEC-ENG-101

**Soft Skills**

**Time: 2½ Hours**

**Total Mark: 60**

**Pass marks: 18**

*(The figures in the right margin indicate full marks of the questions)*

### UNIT-I

1. Answer any one of the followings: 1×10=10
  - a) Critically evaluate the significance of Language, Tone and Voice Modulation in Verbal Communication.
  - b) Discuss the concept of Soft Skills and evaluate their significance in personal, academic and professional contexts.
  - c) Critically examine the various models of communication highlighting their key features and theoretical significance.
  
2. Write short notes on any one of the followings: 1×5=5
  - a) Active Listening
  - b) Time Management
  - c) Non-Verbal Communication
  - d) Cross-Cultural Communication and Cultural Etiquette.

## Unit II

3. Answer any one of the followings:
- a) What is Active Listening? Describe the skills that are needed for active listening.  $2+8=10$
  - b) What is an Interview? Describe various types of interviews with examples.  $2+8=10$
  - c) Describe the types of written communication with examples. 10
4. Write short notes on any one of the followings:  $1 \times 5 = 5$
- a) GSPR in Close Reading
  - b) Features of a Book Review
  - c) Public Speaking Skills

## UNIT-III

5. Answer any two of the followings:
- a) What do you understand by the term 'personality'? Identify and discuss the major personality types as classified by modern psychologists. Explain how understanding of personality types can be beneficial in improving interpersonal relationships and workplace dynamics.  $2+4+4=10$
  - b) Identify and explain the key elements of personality development. Discuss the role played by these elements in determining an individual's personal and professional life.  $5+5=10$
  - c) What is SWOT Analysis? Discuss how college students can effectively use SWOT analysis to identify their academic strengths, overcome personal challenges, and make decisions about career planning?  $5+5=10$
  - d) Write short notes on the followings:  $2 \times 5 = 10$ 
    - (i) Classical Personality types

## (ii) Emotional Intelligence

## UNIT-IV

6. Answer any one of the followings:
- a) What is a Curriculum Vitae (CV)? Explain its key components.  $3+7=10$
  - b) Write a job application applying for the post of an Assistant Professor in XYZ College. 10
  - c) Identify the major interview skills and explain their importance in securing professional opportunities. 10
  - d) Discuss the importance of preparation, active listening, effective participation, clarity of speech, and respectful interaction with others in group discussion. 10
  - e) Identify and explain the key component of a project report. How does each part contribute to the clarity and coherence of the overall project?  $5+5=10$

\*\*\*