

Seat Number: - _____

Duration: : 2.5 Hours

H514NSSD

Marks :-75 Marks

Note :-

- All Questions Are Compulsory.
- Figures to the right indicate full marks.

Q1. Write Short Notes on :- (Attempt any 4 out of 6) (20 M)

1. What are Soft-skills? Discuss its importance in professional life.
2. Explain the significance of Emotional Intelligence.
3. Discuss the components which encompass Emotional Intelligence.
4. Discuss the dual factor theory by Herzberg.
5. Define ethics and bring out its significance.
6. Explain in brief any 5 theories of motivation.

Q2. Write Short Notes on :- (Attempt any 4 out of 6) (20 M)

1. Elaborate on the communication process.
2. State the difference between oral and written communication.
3. Explain the concept of phonetics and Intonation in brief with examples.
4. Write the difference between solicited and unsolicited letters.
5. What are the characteristics of a good interviewee?
6. Discuss the advantages and disadvantages of debates.

Q3. Write Short Notes on :- (Attempt any 4 out of 6) (20 M)

1. Define Leadership and state the characteristics of a good leader.
2. What are the aspects to be considered while delivering the Presentation?
3. What is extrinsic motivation and what are its types?
4. Explain the steps in Decision Making.
5. List out Ways to Cope with Stress.
6. What are the characteristics of Oral Presentation?

Q4. Write Short Notes on :- (Attempt any 5 out of 6) (15 M)

1. Elaborate on "The Six Theory Hats Method".
2. Explain the process of Planning a Presentation.
3. Discuss the dos and don'ts of panel discussion.
4. Write an unsolicited letter of application to LMN company. Applying for the post of Junior Data Analyst.
5. Write a note on Positive Thinking.
6. State the different leadership styles.

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