

$\mathbf{MODULE}-\mathbf{I}$

- 1. (a) What are the attributes of soft skills? Why do they occupy a great significance in the contemporary professional setup. Explain three main key parameters for effective soft skills. [7M]
 - (b) How important is goal setting in the corporate world? How does it cater to the requirements of an industry? Explain them briefly. [7M]
- 2. (a) Explain behavioral skills with examples. What is its significance in today's corporate world?

[7M]

(b) Describe the importance of soft skills both in personal life as well as in the business world. [7M]

$\mathbf{MODULE}-\mathbf{II}$

- 3. (a) Describe a time recently when your listening ability was impaired by the poor delivery and content of another person. [7M]
 - (b) Discuss the process of communication with an example taken from your class room lectures.

[7M]

- 4. (a) Explain how the 'sender' and the 'receiver' in the communication process change the roles to establish the 'feedback.' [7M]
 - (b) Discuss the significance of active listening. Explain any four aspects of essentials for effective listening. [7M]

$\mathbf{MODULE}-\mathbf{III}$

- 5. (a) Describe the uses of interpersonal relationship skills with examples. Mention how best the interpersonal skills are incorporated by the students of engineering in their academic lives. [7M]
 - (b) Explain with examples the self-fulfillment and happiness of productive interpersonal communication skills. [7M]
- 6. (a) What role does crisis management play for career development? Exemplify your answer in about 250 words. [7M]
 - (b) Elucidate the importance of problem solving and decision making in realistic situations. Write at least two examples in detail. [7M]

$\mathbf{MODULE}-\mathbf{IV}$

- 7. (a) What are the functions of team members under a leadership? Explain in detail. [7M]
 - (b) How does body language play a significant role in presentation? Give a detailed answer. [7M].
- 8. (a) What is etiquette? How does etiquette differ according to different cultures? Support your answer with sufficient examples. [7M]
 - (b) Scholars estimated that approximately 50% make mistakes in a presentation actually occur in the planning stage, or rather, lack of planning." Discuss. [7M]

$\mathbf{MODULE}-\mathbf{V}$

- 9. (a) How do you weigh the pros and cons before making a decision? Write down your personal experiences to support the answer. [7M]
 - (b) What skills should an interviewer need to have during interviews in order to be successful? List any 10 tips to improve interview performance. [7M]
- 10. (a) Discuss your memorable time when you faced an unexpected challenge at work. Give your suggestions based on the experiences you faced. [7M]
 - (b) What are the communication strategies that reveal whether you have successfully faced an interview? Mention a few strategies and discuss. [7M]

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