

DHANAMANJURI UNIVERSITY

BA 3rd SEMESTER (CBCS)

2021

DECEMBER

ENGLISH

(SKILL ENHANCEMENT COURSE)

SEN-201

SOFT SKILLS

Full Mark: 100

The figures in the margin indicate full marks for the questions.

- I. Answer **any five** of the following questions: 5 x 12 = 60
- (a) What are soft skills and why they are considered very important aspects in the job market?
 - (b) Explain the importance of life or soft skills in developing personality.
 - (c) What is *Emotional Intelligence* (IE) and what are the characteristics of IE? Discuss.
 - (d) Why is teamwork an important life skill? Explain.
 - (e) Discuss the essential hard and soft skills required for effective leadership?
 - (f) What is problem solving? Why are problem solving and decision making skills important in the workplace?
 - (g) Discuss how adaptability skills can help to tackle novel problems?
- II. Answer the following: 7 x 4 = 28
- (a) Hard versus Soft skills
 - (b) Difference between problem solving and decision making
 - (c) What are the signs of emotional intelligence?
 - (d) What are the important leadership skills for workplace success?
- III. Write short notes on: 3 x 4 = 12
- (a) Types of leadership.
 - (b) Types of adaptability skills.
 - (c) Important skills for teamwork and collaboration.
