

- N.B. (1) All questions are compulsory.
(2) Figures to the right indicate marks.
(3) Answers to the same question must be written together.
(4) Mixing of sub-questions is not allowed.

Q.1 Answer the following (Attempt any Four)

[20marks]

- What are soft skills? Discuss its importance in professional life.
- Write short note on positive Thinking.
- Explain any three theories of ethics with an example.
- Discuss the components which encompasses Emotional Intelligence.
- What are the issues faced by an organization in absence of ethics? Explain with an example.

Q.2 Answer the following (Attempt any Four)

[20marks]

- What is non-verbal communication? Explain its types.
- Discuss various types of interviews.
- State the difference between oral and written communication.
- Discuss the advantages and disadvantages of debates.
- Explain the following concept in brief with example.
 - Phonetics
 - Intonation
 - Accents

Q.3 Answer the following (Attempt any Four)

[20marks]

- Define presentation skills and elaborate on the Importance of presentation skills.
- Explain the various Zones of Learning.
- Write short note on Stress Management.
- Elaborate on "The Six Thinking Hats Method".
- State the different Leadership Styles.

Q.4 Answer the following (Attempt any Five)

[15marks]

- What are the advantages of team Building?
- What is the significance of Creativity in Workplace?
- Elaborate the job recruitment process.
- Discuss the dos and don'ts of panel discussion.
- Explain in brief any 3 theories of motivation.
- What is professional Etiquette? What is the role in our work life.
