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63/1 (SEM-5) DSE1A/ENGRE5016

2023

ENGLISH

Paper : ENGRE5016

(Soft Skills)

Full Marks : 80

Pass Marks : 32

Time : Three hours

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

1. Choose the correct answer : **(any six)** 1×6=6
- (a) Adaptability means
- (i) an advantage in the harshly competitive global economy
 - (ii) abilities necessary for creating a compelling presentation
 - (iii) abilities shown by people in management roles
 - (iv) ability to convey ideas and feelings effectively

Contd.

(b) What do you mean by business communication ?

- (i) It is a phenomenon
- (ii) It is a process of recognition
- (iii) It is the process of sharing information within the workplace and outside a company
- (iv) It is a mean to grow socially

(c) Which of the following is a kind of leadership style ?

- (i) Proxy
- (ii) Delegation
- (iii) Laissez-faire
- (iv) Imitation

(d) Problem solving is a

- (i) style
- (ii) leadership quality
- (iii) skill
- (iv) outcome

(e) Soft skills are

- (i) character traits
- (ii) interpersonal skills
- (iii) psycho-social abilities
- (iv) techniques

(f) Emotional intelligence is the ability to

- (i) read one's mind
- (ii) understand one's psychological traits
- (iii) understand, use and manage your own emotions in positive ways
- (iv) adopt oneself to the environment

(g) Which of the following is an example of a soft skill ?

- (i) Coding in Python
- (ii) Problem Solving
- (iii) Operating heavy machinery
- (iv) Data Analysis

- (h) Which soft skill refers to the ability to convey information effectively and listen actively to others ?
- (i) Creativity
 - (ii) Emotional intelligence
 - (iii) Communication
 - (iv) Time management
- (i) Which soft skill is crucial for effectively managing and resolving disagreements ?
- (i) Time management
 - (ii) Creativity
 - (iii) Conflict resolution
 - (iv) Emotional intelligence
- (j) Which soft skill involves the capability to think innovatively and generate original ideas and solutions ?
- (i) Creativity
 - (ii) Decision making
 - (iii) Collaboration
 - (iv) Conflict resolution

2. Answer the following questions : **(any five)**
2×5=10
- (a) What do you mean by problem solving ?
 - (b) What is your idea of group discussion ?
 - (c) How would you develop personality traits ?
 - (d) What do you mean by good communication ?
 - (e) How would you like to plan for a teamwork ?
 - (f) What is conflict resolution ? Give example.
 - (g) Define creativity.
3. Answer **any six** from the following questions :
5×6=30
- (a) What is your understanding of the term listening competency ? Discuss.
 - (b) How do you differentiate between group presentation and group discussion ? Write in brief.
 - (c) How is participation important and significant in achieving success in any work ? Give your own views.

- (d) What are the different means to improve your presentation skill ?
- (e) Do you think that self-awareness and self-management are important aspects of emotional intelligence. If yes, why ?
- (f) Discuss the different characteristics of emotional intelligence.
- (g) Elaborate on the various participation skills and techniques.
- (h) Analyse the myriad skills that you need to achieve career growth.
- (i) Analyse the importance of soft skills in corporate life.
- (j) Discuss how soft skills contribute to effective teamwork.

4. Answer **any two** of the following questions :

10×2=20

- (a) Comment on the importance of problem solving skill.
- (b) Discuss the different exponents of planning and leadership.

- (c) Show how team work acts as a significant tool to prosper in life.
- (d) Discuss soft skills as a mean of adaptability.

5. Answer **any one** of the following questions :

14×1=14

- (a) For making a presentation, what are the basic things that are required. Give a detailed answer.
- (b) Analyse the different kinds of listening skills.
- (c) Discuss with example various types of soft skills along with their significance.