

2107013

DIPLOMA
German Language
Subject: Soft Skills
Subject Code: GE104
Semester: First
July 2021
Theory (External): 70 Marks
Time: 03 Hours

Instructions to the Students

1. This Question paper consists of two Sections. All sections are compulsory.
2. Section A comprises 10 questions of objective type in nature. All questions are compulsory. Each question carries 2 marks.
3. Section B comprises 8 essay type questions out of which students need to do any 5. Each question carries 10 marks.
4. Read the questions carefully and write the answers in the answer sheets provided.
5. Do not write anything on the question paper.
6. Wherever necessary, the diagram drawn should be neat and properly labelled

Roll Number									

SECTION –A (SHORT/OBJECTIVE TYPE QUESTIONS)
(10x2=20 Marks)

- A. What do you understand by Soft skills?
- B. What is Team Work?
- C. Explain Self-confidence.
- D. Discuss the role of body-language in communication.
- E. How to solve a problem? What skills are required for a quick problem solver?
- F. Give any two examples of Self-confidence related to your life.
- G. How creativity affects Personality?
- H. Explain the importance of Team management.
- I. What is decision making skill?
- J. Define the features and skills required to be a good leader.

SECTION –B (ESSAY TYPE QUESTIONS)
(5x10=50 Marks)

- 1. How to make an effective decision? What shall be considered while making any decision?
- 2. What are the common barriers to problem-solving?
- 3. Write a short note on the significance of time-management in all walks of life.
- 4. Define Communication. Explain verbal and non-verbal forms of communication.
- 5. How one can make a good team and manage it?
- 6. How can we develop problem solving skills for professional life?
- 7. Discuss Confidence, Self-confidence, and Over-confidence.
- 8. How to deal with complaints and complainants?

==END OF PAPER==