

2202H018

DIPLOMA
German Language
Subject: Soft Skills
Subject Code: ENG503
Semester: First
February 2022
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									

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

- A. Briefly highlight the elements of soft skills.
- B. Do you think body language is the key to understanding an individual? Briefly explain.
- C. Explain briefly what do you understand by team work?
- D. Define problem solving.
- E. What is the need to devise strategies for problem solving?
- F. Illustrate what is Decision making?
- G. Why is it hard to make certain decisions?
- H. Explain the most important team management skill in your point of view.
- I. Why is communication important in an organization?
- J. Why is reporting important in a work place?

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

1. Why Communication is considered the backbone of an organization? Do you think body language a way to communicate also? Explain how.

2. Is Time Management an important skill? Explain how does it affect our lives? How does Self-confidence help us in our daily routine?
3. How do Team management skills help you to behave in a team? What are the qualities of a good team Leader?
4. Illustrate the role of a leader in a team. Explain the barriers to Team management.
5. What are the 6 C's of Decision Making. Give a detailed explanation. How does creativity affect decision making?
6. What role does our brain play in solving problems in our everyday life? Explain what are the steps to problem solving?
7. What are strategies in decision making? What are the barriers in effective decision making?
8. What is the importance of reporting in an organization? When should one report to the supervisor and what are the situations for the same?

END OF PAPER