

Shri Sharadchandraji Pawar Senior College, Narangwadi

Tal. Omerga Dist. Osmanabad

Date : 28.10.2019

Total Marks : 50

Time : 2 Hour

Certificate Course on Soft Skills for Employability (ENGCC2)

Instructions:

- Answer all the questions.
- All questions carry equal marks.
- For subjective questions, answer in about 150-200 words each.



PART- A

20 marks

1. What does the term "soft skills" encompass in the context of employability?
 - a) Technical expertise
 - b) Interpersonal and communication skills
 - c) Academic achievements
 - d) Job-specific knowledge
2. Which of the following is an example of a non-verbal communication skill?
 - a) Writing emails
 - b) Active listening
 - c) Using appropriate body language
 - d) Public speaking
3. Time management is considered a crucial soft skill. What does it involve?
 - a) Arriving on time for meetings
 - b) Prioritizing tasks efficiently
 - c) Managing financial resources
 - d) Setting personal goals
4. Adaptability is a soft skill that refers to:
 - a) The ability to lead a team
 - b) Flexibility and openness to change
 - c) Technical proficiency in software
 - d) Decision-making skills
5. What is the significance of emotional intelligence in the workplace?
 - a) Ability to write reports
 - b) Understanding and managing emotions effectively
 - c) Proficiency in programming languages
 - d) Conflict resolution skills
6. Effective communication involves:
 - a) Speaking loudly to convey authority
 - b) Using complex technical terms
 - c) Clear expression and active listening
 - d) Ignoring non-verbal cues
7. Conflict resolution is an essential soft skill. What is a constructive approach to resolving conflicts?
 - a) Avoiding the issue
 - b) Blaming others for the conflict
 - c) Finding common ground and seeking solutions

- d) Taking sides and escalating the conflict
8. Networking is a valuable skill for professional growth. What does networking primarily involve?
- a) Using social media for personal updates
 - b) Building and maintaining professional relationships
 - c) Working in isolation for increased focus
 - d) Avoiding interaction with colleagues
9. What is the purpose of a cover letter in a job application?
- a) Providing a summary of academic achievements
 - b) Demonstrating interest in the company
 - c) Listing personal hobbies
 - d) Highlighting technical skills
10. Which of the following is an example of a teamwork skill?
- a) Working independently without collaboration
 - b) Openly communicating and cooperating with team members
 - c) Avoiding team meetings
 - d) Competing with team members for recognition

Part - B

1. Explain the importance of effective communication skills in a professional setting. Provide examples to support your explanation. 10 Marks
2. Discuss the role of adaptability in the workplace. How can individuals cultivate adaptability as a soft skill? 10 Marks
3. Analyze the impact of emotional intelligence on team dynamics and overall organizational success. 10 Marks

These questions are designed to assess both theoretical understanding and practical application of soft skills in real-world scenarios.


PRINCIPAL
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