

## SOFT SKILLS

Time : 2.30 Hours]

[Maximum Marks : 50

[Minimum Marks : 17

## NOTES:

- i) Attempt all questions.
- ii) Use of Pager and Mobile Phone by the students is not allowed.

Q1) Answer any two of the following :

[2 × 5 = 10]

- a) Write a short note on the importance of body language in communication.
- b) Discuss the various barriers to communication.
- c) What is oral communication? Discuss its merits and demerits.

Q2) Answer any two of the following :

[2 × 5 = 10]

- a) Discuss the objectives of holding an informational interview.
- b) What are the benefits of giving mock interviews?
- c) What is an exit interview?

Q3) Attempt any two of the following :

[2 × 7½ = 15]

- a) What is the difference between a curriculum vital and a resume? Explain.
- b) Discuss the various types of curriculum vital and some don'ts of CV writing.
- c) Discuss some techniques for writing a good covering letter.

Q4) Write a short paragraph on any one of the following :

[7½]

- a) Better safe than sorry.
- b) Don't judge a book by its cover
- c) Laughter is the best medicine
- d) Write a paragraph based on the picture given below :



OR

As a Head Boy/Head Girl of your school draft a notice informing students about an educational tour to Agra.

Q5) Read the following passage carefully and answer the questions that follow :

Long ago men spent most of their time looking for food. They ate anything they could find. Some lived mostly on plants. They ate the fruit, stems and leaves of some plants and the roots of others. When food was scarce, they ate the bark of trees. If they were lucky, they would find a bird's nest with eggs. People who lived near the water ate fish or anything that washed ashore, even rotten whales. Some people also ate insects and small animals like lizards that were easy to kill. Later, men learned to make weapons. With weapons, they could kill larger animals for meat. These early people had big appetites. If they killed an animal, they would drink the blood, eat the meat and chew the bones. When they finished the meal, there was nothing left. At first men wandered from place to place to find their food. But when they began to grow plants, they stayed in one place and ate what they could grow. They tamed animals, trained them to work and killed them for meat. Life was a little better then, but there was still not much variety in their meals. Day after day people ate the same food. Gradually men began to travel greater distances. The explorers who sailed unknown seas found new lands. And in these lands they found new foods and spices and took them back home.

- a) What did men eat when food was scarce? [1½]
- b) What difference did weapons make in the kinds of food? [1½]
- c) At first men wandered from place to place to find their food. Then some of them began to stay in one place, why? [1½]
- d) i) Give synonyms of the following : [½ + ½ = 1]
- I) Scarce
- II) Wander
- ii) Give antonyms of the following : [½ + ½ = 1]
- I) Find
- II) Finished
- iii) Give one word for the following groups of words : [½ + ½ = 1]
- I) the main axis of a plant that bears buds and shoots.
- II) Someone who travels to places about which very little is known, in order to discover what is there.