

## SOFT SKILLS

Time : 2:30 Hours]

NOTES:

[Maximum Marks : 50]

- i) Attempt all questions.
- ii) Students are advised to specially check the Numerical Data of question paper in both versions. If there is any difference in Hindi Translation of any question, the students should answer the question according to the English version.
- iii) Use of Pager and Mobile Phone by the students is not allowed.

Q1) Answer any two of the following :

[2 × 5 = 10]

- a) What do you understand by communication? What is its importance to the Society?
- b) What do you understand by verbal and non-verbal ways of communication?
- c) Explain internal and external barriers in reference to the communication.
- d) Briefly describe some modern tools (machines) used for Communication, How do they work?

Q2) Read the following passage carefully and answer the questions that follow it :

A famous painter was employed for decorating a palace. One day when he was painting, he wished to see how his work looked at a distance. He moved backward along the high platform until he reached the edge. If he had taken another step, he would have fallen over and been dashed to pieces on the floor below. His servant observed the danger and in an instant threw a pot of paint at the picture. The painter immediately rushed forward to punish the servant for spoiling the painting. When the reason for this strange conduct was explained, the painter could not thank him enough for having saved his life,

- a) What did the painter wish to see? [1]
- b) How did the servant save the painter's life? [1]
- c) Why did the painter want to punish the servant? [1]
- d) What was the painter doing? [1]

Q3) a) Write the antonyms of the following words :

[2 × 1 = 2]

- i) backward
- ii) below

b) Write the synonyms of the following words :

[2 × 1 = 2]

- i) edge
- ii) observed



Q4) Write a composition based on the picture given below :



OR

Write a paragraph on any one of the following :

- Republic Day function.
- Scene at Railway station.
- Your aim of life.

Q5) Answer any three of the following :

- What are the three types of resumes?
- What is the difference between resume and Curriculum Vitae?
- What is a covering letter? And why it is important?
- What are the 3F's of resume writing?
- How do you write a Curriculum Vitae?

Q6) Answer any two of the following :

- What are the techniques of interviewing?
- How do you prepare yourself for an interview?
- What is a mock job interview?
- What are the ten most common interview questions?