

Total number of printed pages-2

3 SEM PG (CBCS) GE SSE 301

2024

(December)

SOFT SKILLS FOR EMPLOYABILITY

Paper : 301 (GE)

(General Elective Course)

Full Marks : 60

Time : Three hours

***The figures in the margin indicate
full marks for the questions.***

1. Answer **any six** of the following questions :
 - (a) Define behaviour. Elaborate on the components of behaviour. 2+8=10
 - (b) Elaborate on the importance of social etiquette in personality development. What are the common dining etiquette in an Indian household ? 5+5=10

Contd.

- (c) Define personality. Critically analyse your personality type. 3+7=10
- (d) Explain the various types of non-verbal communication in detail with suitable examples. 10
- (e) Explain the various key factors responsible for effective negotiation. 10
- (f) What are the guidelines to be followed to ensure productive Group Conversation ? 10
- (g) What is a resume ? State its different types and uses. 10
- (h) What are the different types of interviews and how to face the same ? 10
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1. Elaborately discuss the Big Five Model of Personality. 10

OR

Discuss about the different personality determinants.

2. Elaborate on the guidelines for effective conversations in public. 10

Contd.

OR

Discuss about the dining etiquette of any Indian State or Community.

3. Explain in detail the various components of non-verbal communication. Also, cite an example how non-verbal communication can complement verbal communication.

8+2=10

OR

Write a letter to the 'Reliance Industries Limited' seeking a job. 10

4. Write a note on the factors to be considered for an effective Negotiation ? 10

OR

Discuss the various factors to be kept in mind during Public Speaking.

5. What is Resume ? State its different types and its uses. 3+7=10

6. Elucidate on the ways on how to prepare for job interview. 10

2022

(December)

SOFT SKILLS FOR EMPLOYABILITY

(General Elective Course)

Paper: 301 – GE

Full marks: 60

Time: 3 hours

The figures in the margin indicate full marks for the questions

Answer the following:

1. Differentiate between personality characteristics and personality traits. Analyse the personality trait of any public figure and justify your analysis. (5+5)
2. Is social etiquette necessary and if yes, why? Write a note on the dining etiquette of any North Eastern state. (5+5)
3. a) Explain the process of Communication. Also, discuss the concept of verbal and non verbal communication. 10

Or

b) Write a letter to the Editor-in-Chief of "The Assam Tribune" regarding the poor conditions of roads in your locality, its effect on the daily life of citizens and the reluctance of the authorities in taking appropriate actions. 10
4. a) What is Negotiation? Discuss the elements of effective negotiation. 10

Or

b) Discuss the do's and don'ts of Public Speaking. 10
5. What are the different types of Resumes? Discuss its content. (3+7)
6. Discuss the qualities of a good interviewee which are needed to sit for a job. 10

2020
(Held In June 2021)

General Elective
Course: 301- GE
(Soft Skills for Employability)

Full Marks: 30

Time: 1½ hours

The figures in the margin indicate full marks for the questions.

Answer any three.

1. State the difference between personality characteristics and personality traits. How does this knowledge help in understanding a person's personality? 5 + 5 = 10
2. How would you study the body language of any individual and is attitude identifiable by observing body language? What are the major factors which according to you shape the personality and body language of an individual? 5 + 5 = 10
3. Is etiquette necessary and if yes, why? Write a note on the dining etiquette of any Indian region. 3 + 7 = 10
5 + 5 = 10
4. Share your views on:
(a) Self-analysis with reference to yourself.
(b) Public Speaking with reference to how you will speak in United Nations General Assembly defending Indian actions in Kashmir.
5. How do you intend preparing for a private sector job interview and what do you think are the different types of interview and which according to you is more difficult and why? 3 + 3 + 4 = 10
6. State and elaborate on the importance of understanding behaviour in an organisation. 10
7. Imagine yourself being an officer in the Police services and you are facing a violent mob that is taking a further aggressive turn. How do you intend to negotiate with them and manage any conflict between the mob and police? While elaborating, define what conflict means. 10
8. What is soft skill? What is the importance of soft skills for employability according to you? 3 + 7 = 10