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Total No. of Pages : 02

Total No. of Questions : 09

**B.Voc. (Solar System Technology) (Sem.–3)**

**SOFT SKILLS**

**Subject Code : SST-301**

**M.Code : 93233**

**Date of Examination : 21-01-23**

**Time : 3 Hrs.**

**Max. Marks : 30**

**INSTRUCTIONS TO CANDIDATES :**

1. **SECTION-A is COMPULSORY** consisting of **TEN** questions carrying **ONE** marks each.
2. **SECTION-B** contains **FIVE** questions carrying **TWO AND A HALF** marks each and students have to attempt any **FOUR** questions.
3. **SECTION-C** contains **THREE** questions carrying **FIVE** marks each and students have to attempt any **TWO** questions.

**SECTION-A**

**1. Write briefly :**

- a. Importance of Soft skills
- b. Interpersonal skills
- c. Etiquettes
- d. Creative thinking
- e. Empathic listening
- f. Non-verbal cues
- g. Mobile manners
- h. Rephrasing
- i. Cultural values
- j. Communication

### **SECTION-B**

2. What do you understand by Soft Skills? What is the importance of soft skills in professional life?
3. In your professional communication, what are the do's & don'ts of behaviour while talking to women?
4. What are the most crucial values that a leader should exhibit? Use examples to demonstrate your points.
5. What do you understand by cultural Values? How can one recognise one's own limitations?
6. Write a note on qualities of a good listener.

### **SECTION-C**

7. Discuss the barriers to effective listening.
8. How can we develop Interpersonal skills? Write a note on SWOT analysis.
9. What do you understand by empathy? Why is empathy such an important soft skill?

**NOTE : Disclosure of Identity by writing Mobile No. or Making of passing request on any page of Answer Sheet will lead to UMC against the Student.**