

Exam Code:1322

Sub. Code: 9201

B.Voc.(Microbial Analysis and Food Safety)

Second Semester

GEN-201: Soft Skills

Time allowed: 3 Hours

Max. Marks:80

NOTE: Attempt five questions in all, including Question Number 1 which is compulsory and selecting one question from each Unit

x-x-x

I. Attempt any four of the following short questions in 50-60 words each: -

- a) Benefits of Listening
- b) Need for Goal Setting
- c) What is Self-Hypnotism?
- d) What are various Multi-Cultural Skills?
- e) Problems in an interview
- f) Difference between Self-Acceptance and Self-Growth

(4X4)

UNIT-I

- II. What is the better form of communication, oral or written communication? Justify. (16)
- III. Explain the process of attitude formation. How can a manager help an employee in building successful attitude? (16)

UNIT-II

- IV. Define Communication. Explain the various barriers in effective communication? (16)
- V. Explain the role of ethics in communication. (16)

UNIT-III

- VI. Define Stress. How can it be managed? (16)
- VII. What is personality? What are factors affecting personality? Explain any two theories of personality. (16)

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UNIT-IV

VIII. Explain the role of career planning in personality development.

(16)

IX. Explain the characteristics of a good leader.

(16)

x-x-x