

Roll No.

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Total No. of Pages : 02

Total No. of Questions : 11

B.Voc. (Solar System Technology) (Sem.-3)

SOFT SKILLS

Subject Code : SST-301

M.Code : 93233

Date of Examination : 08-12-2023

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 Etiquettes
- b) Social Values
- c) SWOT Analysis
- d) Mobile Manners
- e) Attitude
- f) Email
- g) Modern Manners
- h) Self – Discipline.
- i) First impression
- j) Cultural values.

SECTION-B

2. What are soft skills? Explain in detail the importance of soft skills in one's career.
3. How can one achieve basic awareness about the significance of soft skills in interpersonal communication?
4. Describe the complete process of developing his or her personal traits.
5. How do cultural values differ from social values? Highlight the importance of social values in profession by taking suitable examples.
6. Draft an Email on seeking information on courses offered by an Institute.

SECTION-C

7. How does SWOT analysis facilitate an all-round development of one's personality?
8. Discuss the general strategies to overcome personality problems.
9. Enlist some of the Do's and Don'ts of professional manners for men and women in their career.

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.