

**OEC-CE602A / Soft Skills1 - Soft Skills & Interpersonal Communication**

P. Pages : 2

Time : Three Hours



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**GUG/S/25/13733**

Max. Marks : 80

- Notes : 1. All questions carry equal marks.  
2. Due credit will be given to neatness and adequate dimensions.  
3. Illustrate your answers wherever necessary with the help of neat sketches.

1. a) Explain in detail how to drive out NEGATIVE thinking & attitude. 8  
b) Explain in detail the types & characteristics of VALVES. 8

**OR**

2. a) How will you drive out negativity from your mind. List down different ways in which you can remove negativity. 8  
b) Write a note on how to develop & Improve Soft Skill. 8  
3. a) What are the major function of communication in any organization. 8  
b) Define interpersonal relations. Also write the functions of communications. 8

**OR**

4. a) Define Motivation. Also explain the needs of motivation. Explain Maslow's Hierarchy of needs in detail. 8  
b) How does messages in organization flows & also discuss about formal network in organization? 8  
5. a) What is leadership? What outlines a student can practice before a collaboration process. 8  
b) Define teamwork. Also explain in detail 5 components of teamwork. 8

**OR**

6. a) Write a note on skills assessed during presentation. 8  
b) What are the strategies for effective presentation. 8

7. a) Critically, Explain term time management. Enlist purpose & significance of time management. 8
- b) Explain seven principals of time management. 8

**OR**

8. a) Why visual aids are important in presentation. Explain do's & don't of common visual aids. 8
- b) Explain in details 'essentials of presentations'? 8
9. a) What are various features & facts that become prominent in conflict. 8
- b) What is decision making? What are the types of decision making? 8

**OR**

10. a) What are the methods of conflict resolution. 8
- b) Explain in details approaches to ethical decision making. 8

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