

S/12/17 B.

[This question paper contains 3 printed pages.]

**Your Roll No.....**

**Sr. No. of Question Paper : 8300**

Unique Paper Code : 61018103

Name of the Paper : Soft Skills (GEC-1.3)

Name of the Course : **B.Voc. (Retail Management,  
Healthcare Management and  
Software Development) (CBCS)**

Semester : I

Duration : 3 Hours

Maximum Marks : 50

**Instructions for Candidates**

1. Write your Roll No. on the top immediately on receipt of this question paper.

Attempt **all** questions

1. Use the following pair of words in sentences showing the difference in their meaning. (10)

(i) Accountant and finance officer

(ii) Doctor and surgeon

(P.T.O)

(iii) Physicist and physician

(iv) Sea and ocean

(v) Engineer and technician

2. Read the provided scenario and answer the question in 500 words. (10)

You have been assigned to be a part of a team and also given the responsibility to be the leader. The objective of your team is to complete a project which requires a PowerPoint presentation along with research data. You have been given a deadline of one week. The other three members are Tracy, Nakul and Joy. However, there is a problem with your team, Tracy is taking care of her sick brother who is in the hospital, Nakul is preparing for an entrance exam and has less time and Dev has an attitude problem and is difficult to work with.

Being the team leader, how will you handle the problems with your team and ensure that the project gets completed on time?

3. For some people a high salary is the most important condition when choosing a new job while others are satisfied if the job contributes to society. Discuss both views and give your opinion. (10 marks)

4. Answer all three of the following questions in 300 words each. (3x5=15)

- (i) How important is the skill of negotiation when it comes to teamwork?
- (ii) What are the important steps required in problem solving?
- (iii) How is management different from leadership?

5. Answer the following two questions in detail. (2x5=10)

- (i) Why is emotional intelligence considered extremely important in today's age?
- (ii) In your opinion, what qualities ensure a person to be good team leader?