

English

Paper Code- ENG DSC 303

Soft Skills

Assignments

Note:

1. Attempt the given assignment questions.
2. Each question carries **5 marks**.
3. The total marks of the assignment will be **30**. The answer should be up to **250 words**.
4. Attempt any **two questions from each assignment (A1, A2, A3)**.
5. A sample of the title page is also attached.

Assignment - 1= 10 Marks (Attempt 2 Questions out of 4 Questions)

- 1) What are some examples of Soft Skills?
- 2) Identify the behaviors that make someone a bad listener and explain how these behaviors can negatively affect workplace interactions.
- 3) What are the barriers to listening
- 4) Write a note on Teamwork.

Assignment - 2- 10 Marks (Attempt 2 Questions out of 4 Questions)

- 5) What are the characteristics of Emotional Intelligence
- 6) What are some of the ways to Improve Emotional Intelligence?
- 7) Explain adaptability.
- 8) What are the four basic steps in solving a problem?

Assignment - 2- 10 Marks (Attempt 2 Questions out of 4 Questions)

9. List and explain Interview Skills.
10. Discuss the essential components and preparation strategies for a successful job interview.
11. Explain the types of interviews and how one should respond effectively to commonly asked interview questions.
12. What are the common questions you have to prepare while facing an interview?

Himachal Pradesh University, Summer Hill, Shimla

Centre for Distance and Online Learning

B.A. / B.Com. – Semester _____

Session:

Assignment Subject:

Course Code:

Assignment No.:

Submitted by:

Name:.....

Registration No.:.....

Roll No.:.....

Address:.....

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Email ID:.....

Contact No.:.....

Date:.....

Signature:.....

Submitted to:.....