

Roll No.

Total Pages : 02

351204

May 2024

B.A. (JMC) (Second Semester)

Soft Skills (BAJMC-204-23)

Time : 1.5 Hours]

[Maximum Marks : 35

Note : It is compulsory to answer all the questions (1 mark each) of Part A in short. Answer any *four* questions from Part B in detail. Different sub-parts of a question are to be attempted adjacent to each other.

Part A

1. (a) Define Soft Skills. 1
- (b) What is most crucial barrier in Communication ? 1
- (c) Elaborate SWOT analysis. 1
- (d) Define OLQs. 1
- (e) Explain SMART goals. 1
- (f) How to evaluate Debate and Group Discussion ? 1
- (g) What are the High Frequency words used in writing ? 1

Part B

2. How EQ and IQ is important in Soft Skills ? 7
3. Create a demo CV for the position of Graphic Designer. 7
4. Write a note on Out of the box and lateral thinking. 7
5. Explain the factors creating the SELF. 7
6. What are the attitudinal issues related to soft skills ? 7
7. Explain the essentials of Public Speaking. 7