

Bihar Engineering University, Patna  
End Semester Examination - 2022

Course: B.Tech.  
Code: 100713

Semester: VII  
Subject: Soft skills and interpersonal communications

Time: 03 Hours  
Full Marks: 70

**Instructions:-**

- (i) The marks are indicated in the right-hand margin.
- (ii) There are NINE questions in this paper.
- (iii) Attempt FIVE questions in all.
- (iv) Question No. 1 is compulsory.

**Q.1 Answer of the following Questions (any seven):**

[2 x 7 = 14]

- (a) What is SWOT analysis?
- (b) Define attitude.
- (c) What is motivation?
- (d) List two sources of motivation.
- (e) What is etiquette in simple words?
- (f) List any two soft skills.
- (g) Define values.
- (h) Describe time management.
- (i) What do you understand by short terms goals?
- (j) State any four characteristics of a good leader.

self confidence  
- great man

**Q.2** What do you understand by Soft skills? Mention it's importance at work place.

[14]

**Q.3** What are the factors of motivation for an individual? Explain Maslow's need hierarchy theory of motivation.

[14]

**Q.4** What is Time Management? Write about benefits of managing time.

[14]

**Q.5** What is importance of Self-confidence and How can one Improve Self-confidence?

[14]

**Q.6** What are the Interpersonal skills? Describe any five of them.

[14]

**Q.7** Explain the importance of positive & negative attitude in context to the workplace.

[14]

**Q.8** Write a note on out of the box thinking using examples from real-life situations.

[14]

**Q.9** Write notes on any two of the following:

[7x2=14]

- (a) Self esteem
- (b) Etiquette
- (c) Time management



physiological

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