

Bihar Engineering University, Patna
End Semester Examination - 2022

Course: B.Tech.
Code: 100713

Semester: VII

Time: 03 Hours

Subject: Soft skills and interpersonal communications

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.

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



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