

B.A. 2nd Semester Final Examination (FYUGP)

2024

Sub : English (SEC)

Paper : Soft Skill-2

Paper Code : SEC0209803

Full Marks : 30

Time : 1½ hours

(The figures in the margin indicate full marks for the questions)

1. Answer the following questions : 1×5=5
 - a) How does teamwork benefit organizations?
 - i) Decreases productivity.
 - ii) Increases conflicts.
 - iii) Fosters innovations
 - iv) Slows down progress.
 - b) What type of soft skill does involve understanding and managing your own emotions?
 - i) Interpersonal skills
 - ii) Communication skills
 - iii) Leadership skills
 - iv) Emotional skills.
 - c) Name one important factor for effective collaboration in team building.
 - d) The team leader prevented me in presenting my ideas.
(Put appropriate preposition)
 - e) You are all supposing to arrive at the office by 9AM.
(Rewrite the sentence correctly)
2. Answer the following questions (any five) : 2×5=10
 - a) Write two methods of building motivation in stressful situations.

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- b) Mention two ways of enhancing transparency in efficient team building.
 - c) What is assertiveness in team building ?
 - d) Write two responsibilities of a leader.
 - e) Write two symptoms of stress.
 - f) Write two ways to manage time.
 - g) Mention two factors responsible for decreasing creativity in a team.
 - h) What is emotional awareness?
 - i) Mention two important factors in critical thinking.
 - j) Why are soft skills important in the workplace?
3. Answer the following questions (any three) : $5 \times 3 = 15$
- a) Write a note on the importance of building interpersonal relationship to enhance productivity in a team.
 - b) Write a note on problem solving skills in team building.
 - c) Discuss the importance of emotional management in ensuring maximum collaborative supports in team building.
 - d) What is stress in a workplace? Write about different ways to manage stress in a working professional.
 - e) Write five basic principles on increasing high performance in a team member.
 - f) Write an invitation letter to eligible employee (Rina/ Raju) asking her/him to join in your team to perform a special task within 15days.
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