

B.A. 6th Semester (General) Examination, 2024 (CBCS)

Subject : English

Course : SEC-4

Time: 2 Hours

Full Marks: 40

The figures in the margin indicate full marks.
Candidates are required to give their answers in their own words
as far as practicable.

Attempt either Option A or Option B.

Option-A
(Soft Skills)

Q.1 (a) 5
(b) 5
(c) 5
(d) 5
(e) 5
(f) 5
(g) 5
(h) 5
2x5=10

1. Answer any five of the following questions.

- What do you understand by adaptability skills in the workplace?
- How is active listening important for developing emotional intelligence?
- Mention two qualities of a good speaker.
- What is brainstorming?
- Mention any two factors that can destroy team spirit.
- State two benefits of verbal communication.
- Define self-management.
- What is the importance of time management?

2. Answer any two of the following questions.

5x2=10

- State how taking a quick and effective decision in the workplace is important for a good leader.
- What is empathy? Why is it important as a soft skill?
- How can the spirit of team work be developed?
- Discuss how one may improve body language skills.

3. Answer any one of the following questions:

10x2=20

- Do you think that stress management is an important element of adaptability in the workplace? Justify your answer.
- What do you understand by soft skills? Discuss the different types of soft skills necessary in a workplace.
- What are the qualities of a good leader? How can a good leader motivate teams and individuals?
- Why is team work essential for success?

Burdwan University 2final Question Paper

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