

P-1161

Total Pages : 4

Roll No.

CDSA-103

Soft Skill and Personality Development

Certificate in Data Science & Applications (CDSA)

1st Semester Examination, 2023 (June)

Time : 2 Hours]

Max. Marks : 100

Note : This paper is of Hundred (100) marks divided into two (02) Sections A and B. Attempt the questions contained in these sections according to the detailed instructions given therein. Candidates should limit their answer to the questions on the given answer sheet. No additional (B) answer sheet will be issued.

SECTION–A

(Long Answer Type Questions)

Note : Section 'A' contains Five (05) long answer type questions of Twenty six (26) marks each. Learners are required to answer any Two (02) questions only.

(2×26=52)

1. How to ensure success in job interviews? Explain the appropriate use of non-verbal communication at the time of Interview. [26]

2. (a) How communication skill effects one's carrier growth?
Briefly define the levels of communication. [13]
- (b) Define the "super six" comprehension strategies in brief. [13]
3. Explain any four from the following terms :
- (a) Emotional Intelligence (EQ).
- (b) The Process of Communication.
- (c) Differences between Bio-data, CV and Resume.
- (d) Previewing Techniques.
- (e) Barriers to effective listening skills.
- (f) Tips and guidelines for writing. [26]
4. What do you understand by Work Culture, and Work Ethics?
Briefly define the characteristics of a healthy work culture. [26]
5. (a) List some barriers in one's life to do effective communication. [13]
- (b) Define previewing techniques. [13]

SECTION-B

(Short Answer Type Questions)

Note : Section 'B' contains Eight (08) short answer type questions of Twelve (12) marks each. Learners are required to answer any Four (04) questions only.

(4×12=48)

1. List the etiquettes for mobile and e-mailing. Shortly explain the TO, CC, and BCC in the terms of sending an e-mail. [12]
2. Write a sample cover letter to the Manager of a Company for ensuring / strengthen your candidature for the upcoming interview. [12]
3. Describe the stages in the development of one's personality. [12]
4. How Telephone and E-mail communication skills are essential in one's professional carrier? Explain. [12]
5. How to achieve leadership skills? List the characteristics of a exemplary leader. [12]
6. Discuss the importance of positive attitude. [12]
7. "Good human relations make your work culture healthy". Write your own comment on the given statement. [12]

8. Write a short note on any *two* from the following :

(a) Role of body language for Interviews.

(b) Types of reports.

(c) Traits of personality.

[12]
