Q1) Short Answer Questions. (10x2=20)

a) What are soft skills? Differentiate between hard skills and soft skills?
b) Explain 2 importance of knowing yourself.
c) What are values?
d) What are group discussions? Mention 2 importance of group discussions.
e) What are the benefits of etiquette?
f) Differentiate between etiquettes and manners.
g) Why should one practice good manners?
h) Differentiate between Resume and Biodata/CV.
i) How can one save time?
j) What are the causes of teenage stress?

Q2) Answer the following questions briefly: (10x4=40)

a) Explain 4 ways that can help you to develop positive attitude.
b) Which attributes are regarded as soft skills?
c) What is SWOT analysis? What are the benefits of SWOT analysis?
d) ‘Leadership skills enable an individual to become a team leader’. Justify.
e) What are the qualities treated as modern etiquettes?
f) Discuss briefly about the 80:20 rule of time management.
g) What are the positive effects of physical stress?
h) What are the negative effects of psychological stress?
i) List down a few cognitive symptoms of stress.
j) How can an individual acquire soft skills?

Q3) Long answer type questions: (4x10=40)

a) Discuss in brief about the different parts of body language.
b) Classify the different forms of etiquettes.
c) What are the steps a person can take to manage stress?
d) What are the benefits of a positive attitude? What are the components and categories of measuring attitude? Do you think that having a negative attitude at your workplace can be a threat to your sustainability in the organization?