**Bon Secours College For Women – Thanjavur**

**PG Research Department of English**

**Part IV—Soft Skill Development course**

**SOFT SKILLS DEVELOPMENT**  **Sub Code: RUGSDC**

**QUESTION BANK**

**Unit I**

**6 marks**

1) What is meant by positive attitude? Write about its characterstics .

2) Do you tend to get things done at the last minute after working furiously to complete the task?

3) Elucidate leader verses Managers

**15 marks**

1) Who is a leader and what are its traits?

2) Define Altitude Explain its types?

3) How can yoga and medition help in positive attitude? Give your ownexperience

4) Who is the leader and what are his traits?

**Unit II**

**6 marks**

1) When can communication be effective?

2) Eye contact serves many purposes how?

3) Explain the forms of communication?

4) What are non-verbal communication in in a speech?

5) Define communication what are its features?

**15 marks**

1) Bring out the differences between oral and written communication

2) Explore the possibilities of developing good communication skills

3) What are the types of reading? Explain

4) Explain the various parts of body language.

**Unit III**

**6 marks**

1) What is Behavioural interview?

2) Define interview explain its types?

3) What is group interview?

4) Explain Do’s and Dont’s of Group discussion?

5) What is the structure of Group discussion?

6) Define Group discussion. What are the types basically involved in Group discussion.

7) Define Mock interview? How to conduct a mock interview?

**15 marks**

1) What is the definition of the interview? What are the steps involved in the preparation for a face-to-face interview?

2) Define Group discussion. Explain the outcome of Group discussion.

**Unit IV**

**6 marks**

1) What are the email etiquette rules?

2) What is Netiquette?

**15 marks**

1) How the internet useful for job seekers?