


RAN-2408000603050003

S.Y. B. Com. (NCF-NEP) (Sem.-III) Examination November - 2025
SEC-Advanced Communication Skills in English-III

Time: 1 Hour]
[Total Marks: 25
સૂચના : / Instructions

- (1) ઉપરોક્ત દર્શાવેલ વિગતો ઉત્તરવહી પર અવશ્ય લખવી.
 Fill up strictly the above details on your answer book

Seat No.:

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Student's Signature

1. Read the given passage and answer the questions. (Any 10)
10
Leadership Skills

The term 'soft skills' refers to a group of skills and personal qualities that present-day employers look for and value in their employees. Soft skills relate to excellent communication skills, both spoken and written, positive personality traits, social skills and personal attitudes. In this sense, soft skills complement hard skills, which have to do the technical requirements of a job. Hence, you may have the right professional qualifications, be academically brilliant and perhaps even have the required work experience, but you will be successful in an organisation only if you know, for example, how to work as a part of team or how to get along with both your senior and junior colleagues. In other words, soft skills are all about how you deal with people. They are very important in present-day professional context that requires constant interaction and communication. Thus, it is not surprising that very often, an interviewer talking to two different candidates with equally impressive CVs decides in favour of the one who seems relaxed, open, friendly and well-adjusted. Of course, neat personal appearance and pleasing personality also makes a positive impression in such situations.

While soft skills are acquired early in life and depend to a great extent on the environment in which you were brought up, they can also be consciously learnt. The process could begin either by asking someone who knows you closely to decide whether you possess the soft skills concerned or through an honest self-appraisal. You can begin by looking at some of the soft skills recommended by behavioural training experts.

In short, soft skills are personality traits that determine a person's interaction with others and the ability to be successful at work. Soft skills complement a person's professional skills and affect his or her performance at work, relationship with colleagues and career prospects. Some important soft skills employers look for in the people they employ are attitude, adaptability, goal setting, motivation, time management, stress management, critical thinking and problem solving, team work and leadership.

1. What is the meaning of the term 'soft skills'?
2. Why are soft skills important?
3. What qualities do you need for employment apart from your qualifications?

4. How do we acquire soft skills?
5. Why do you think relationships are important in the work environment?
6. How does teamwork complement your soft skills?
7. Give examples of soft skills mentioned in the passage.
8. Soft skills are all about how you _____ with people. (Use deal or talk)
Write down meanings of the following words.
9. Team
10. Professional
Pick out the words from the passage that convey the Following meaning.
11. Addition
12. Conclusion

Q.2. A. Write a conversation of a group of students on pros and cons of starting one's own business. **8**

OR

As a secretary of Rotary Club of your town, you have invited a guest for delivering a lecture on Importance of blood donation'. Prepare a script for vote of thanks for the same.

Q.2. B. Write an application for the post of Electrical engineer to Tata Motors, Pune. Also prepare bio-data for the same. **7**

OR

Write an email to the Registrar of PQR College accepting the offer of *Earn while you Learn* scheme that you have been selected for.
