

2025
(November)

COMMERCE
Paper: SEC341

(Soft Skills III)

Full Marks: 60
Pass Marks: 24

Time:2 Hours

The figures in the margin indicate full marks for the questions.

1. Choose the correct option given below: 1x4=4

- a. Which of the following statements about leadership soft skills is TRUE?
- i. Leadership soft skills are purely technical and unrelated to emotions.
 - ii. Leadership soft skills determine how leaders interact, communicate, and solve problems.
 - iii. Leadership soft skills are unimportant in modern organizations.
 - iv. Leadership soft skills only involve decision-making ability.
- b. When a person identifies important skills for their life, what do they gain?
- i. Self-awareness ii. Self-doubt iii. Selfishness iv. Ego
- c. Soft-skills are related to personality traits and communication abilities rather than academic degrees. (True/ False)
- d. The full form of STAR method is Situation, Task, Analysis and Result. (True/ False)

2. Write Short Notes (Any four):

5x4=20

- a. Leadership style
- b. Personal branding
- c. Difference between groups and teams
- d. Communication in leadership
- e. Importance of Ethics in negotiation
- f. Adaptability in an Interview
- g. Personal Development
- h. Conflict Resolution in teams

3. Answer the following Questions (Any three):

12x3=36

- a. Elaborate the important leadership soft skills.
- b. What are the components of a positive First Impression?
Discuss in detail.
- c. Discuss the role of Self-Esteem and confidence for a successful career.
- d. Explain the different types of Negotiation with suitable examples.
- e. Discuss the different stages of Team Development in detail.
- f. What are adaptability skills? How to demonstrate adaptability in a resume?
- g. What is the significance of Team Building? Distinguish between groups and teams.

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