

Seat No. : \_\_\_\_\_

**NF-134**

**December-2015**

**S.Y. MBA (Integrated)**

**Soft Skills Development**

**Time : 3 Hours]**

**[Max. Marks : 100**

1. (A) What is soft skills ? Explain antiquity and describe classification of soft skills. **10**  
(B) State the guidelines for making effective presentation. Further explain the essential elements of delivering the presentation. **10**
2. Attempt Any 2 : (10 marks each ) **20**  
(A) Explain how solution of the problem can be monitored and how it can be managed and verified after it has been implemented.  
(B) While thinking critically, how and why deductive and inductive reasoning fallacies should be avoided ?  
(C) What is the difference between a group and a team ? How divergent and convergent thinking helps in effective team performance ?
3. Attempt Any 2 : (10 marks each) **20**  
(A) Describe the different types of group development and identify the essential elements of the optimal team size with diagram  
(B) Identify the different ways in which the group can create a team. Identity and describe the ways to celebrate team's success.  
(C) How the team leader can manage more diplomacy ? Discuss how the leader can start building a team.
4. (A) Why is it important to clean up online persona i.e. Facebook, Twitter, and LinkedIn before you start applying for jobs ? Do's and Don'ts of Social Networking. **10**  
(B) "Time is limited and equally distributed to everyone." How can you effectively manage time and stress because of limited time ? Discuss. **10**
5. What do you mean by reflective thinking ? Explain the benefits of reflective thinking and how can you develop your reflective insights ? **20**

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