

**IMSc (CA&IT) Sem.-3 Examination  
Soft Skill Development****Time : 2.00 Hours]****December-2025****[Max.Marks : 50****Q.1 Answer the following (attempt any one)****(10 marks)**

- a. Define soft skills and explain their importance in professional life.
- b. Explain communication and networking as essential soft skills.

**Q.2 Answer the following (attempt any one)****(10 marks)**

- a. Explain the concept of time management and its benefits.
- b. Discuss ethics, integrity, values and trust in the workplace.

**Q.3 Answer the following (attempt any one)****(10 marks)**

- a. Differentiate between a group and a team.
- b. Explain the characteristics of a high-performing team.

**Q.4 Answer the following (attempt any one)****(10 marks)**

- a. Explain work ethic and professional commitment.
- b. Discuss stress management and time management at the workplace.

**Q.5 Answer the following (attempt any one)****(10 marks)**

- a. Explain diplomacy skills and their importance in organizations.
  - b. Discuss how power and influence can be developed in professional life.
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