

# **SOFT SKILLS**

**Department: PG and Research Department of Computer Science**

**Class: II CS “A” & “B”**

**Staff Name: D. Alice Ilamathy Alexis**

## **10 MARKS:**

1. Explain in detail about health hazards in modern life.
2. Describe the various types of letter writing with examples.
3. Elaborate on News Paper reading with illustrations.
4. Prepare a report for a department function conducted in our college.
5. Explain various Icebreaking techniques used to improve interpersonal skills.
6. Write a letter to the Health Inspector complaining about the unclosed pits on the roads.
7. Write a 20 Questions which you will ask a candidate for an interview?
8. Define Communication? Explain the types of Communication.
9. Elaborate on Newspaper reading with illustrations.
10. Prepare a report for Implant Training which you attended in a company.
11. Explain various Icebreaking techniques used to improve Interpersonal skills.
12. Prepare your Resume for teaching job listing out your skill set and qualifications.
13. Explain in detail about Health deficiency in modern life.
14. Describe the various types of letter writing with examples.
15. Elaborate on various sections in Newspaper reading with illustrations.
16. Prepare a report for convocation function conducted in our college.
17. Write a letter to the Municipality Officer complaining about the non-working of street lights on the roads.
18. Write 20 questions which you will ask a candidate for an interview.
19. Define Communication? Explain the process of communication.
20. Elaborate on various sections in News Paper with illustrations.
21. Prepare a Report for Industrial Visit which you attended in a company.
22. Explain various Interview techniques used to select right candidate for the job.
23. Prepare a detailed resume for a BPO job with job requirements as Good English Communication Skills.
24. Describe in detail the various forms of letters with examples.

25. Write a 20 set conversation between two friends who meets each other a convocation Day.
26. Explain in detail about proteins and Minerals in daily life.
27. Define Communication? Explain Telephonic conversion with an example.
28. Write a detailed essay of about 500 words on the various NEWS that you in Newspapers in recent times.
29. Prepare a Report for NSS services which you rendered in your college.
30. Explain MOCK Interview with an example.
31. Prepare a Cover Letter for a Teacher Job in a school with a Resume.
32. Explain various Ice-breaking Techniques used in colleges to develop good relationship between students.
33. Explain Aptitude and Intellectual skills needed for Jobs in Multi-National Companies.
34. Explain in detail about Daily Requirements and Deficiency.
35. What is Communication? Explain in detail about types of Communication.
36. Write in detail about Intellectual skills and Perceptual Skills.
37. Write in detail about Interviews and Mock Interviews.
38. Why Ice Breaking session is Important? Explain.
39. Differentiate between Fat Soluble and Water Soluble vitamins.
40. Write in detail about Types of Letter Writing.
41. Write in detail about qualities needed for a Leader.
42. Explain in detail about Health hazards in modern life.
43. Define Communication? Explain the types of communication.
44. Prepare a report for Social Work which you participated in college.
45. Assume yourself as a company manager and ask 15 questions which you will ask a candidate for a interview?
46. Write a Resume for the company manager applying for a job in their concern.

**5MARKS:**

1. List the need for proteins a daily diet.
2. What are the barriers for communication?
3. Brief on Telephonic Communication?
4. Write a note in Intellectual skills.
5. Give a conversation between two friends when they meet on Graduation day.
6. Point out some leadership qualities.
7. Write a letter to principal requesting leave for house warming ceremony.

8. Write in 200 words a story with the following words as base: Happy, Children, Bench and Rainy.
9. List the need for Minerals in daily diet.
10. What are the types of Communication?
11. What are the common errors in Grammar?
12. Write a note on Perceptual Skills.
13. Give conversation between a customer and shopkeeper on purchase of Laptop.
14. Write a letter to principal requesting leave to attend the house warming ceremony.
15. Write in 200 words a speech for Independence Day assuming that you are the President of India.
16. List the need of vitamins in our daily diet.
17. Brief on communication process.
18. Write a note on Telephonic communication.
19. What do you mean by Intellectual skills?
20. Give conversation between two friends when they meet on an interview.
21. Point out some leadership qualities.
22. Write a letter to Principal for requesting leave to attend the Government exam.
23. Brief on the need of proteins with example.
24. Write the format for formal letters.
25. What is the need for Aptitude for Competitive exams?
26. Give conversation between a doctor and a patient on a general check-up in hospital.
27. How an Ice-breaking technique enables good communication between strangers?
28. Brief on Communication process.
29. Write a note on perceptual skills.
30. List out various sections in newspapers.
31. Write any five importances of Proteins.
32. What is the skill set needed in Book keeping?
33. Why Managing time is important?
34. Write short notes on Dress Code.
35. Write short notes on Human Resource Management.
36. What are the common errors that are related to Grammar?
37. Write short notes on Role Play.