**Soft Skills for Managers**

**December 2021 Examination**

# Question 1. “There are only two types of speakers in the world. 1. The nervous and 2. liars.” – Mark Twain

# In the light of the above statement, share your personal opinion. (10 Marks)

## **Ans 1.**

## **Introduction**

Public speakme is a beautiful skill for aspiring managers and control students. The quoted sentence shared through Mark Twain is inspiring to new starters at the level. It changed into additionally known to be one of the most notable quotes of all time. Audio systems aim to encourage their target audience. they have a cause or goal of spreading recognition, sharing statistics, or suggesting ideas regarding something. Nobody wishes their audience to no longer pay attention to them. The inattentiveness from the audience or, in popular, level fright itself Its Half solved only

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# Question 2. Reflect on your life and identify a habit that you would like to change. What are the changes you will bring in your day-to-day life to overcome the above habit? (10 Marks)

## **Ans 2.**

## **Introduction**

The habits of every individual mold personal and professional lives. They can elevate the probabilities of accomplishing all goals, or they reduce them substantially. Some ways to hold habits are taught from formative years. Parents are the first instructors of children. The presence of babysitters for toddlers or personal tutors for kids has won reputation these days. But, after the global pandemic of Covid-19, the state of affairs has modified. Jobs are far off, frequent

# Question 3. 3. Case Study The case study main goal is to show that first impressions are formed promptly and are often highly precise. After seeing a person for just few seconds, people make determinations about another’s personal and professional attributes. Rahul/Ria is a 21-year-old fresher, who has just graduated from the college. He/she has an important interview.

# a. How much does a person’s dress style impact the First Impression? Assume that you are Rahul/Ria what are the key areas that you would work upon to create a lasting first impression? (5 Marks)

# b. What are the set of etiquette that Rahul/Ria needs to follow during the interview? (5 Marks)

##

## **Ans 3.**

## **Introduction**

## Being Rahul, there must be several points regarding apparel that ought to be maintained. Choice of colors and dressing feel speak depths about the taste and character of people. They can make any other individual immediately like or dislike one. Shiny colors and patterns in a professional scenario typically express immaturity. Impartial colors and formal attires are good picks for an

**3b ).**

Etiquette is any other virtue for a long-lasting impression. It could represent the personality of a candidate. After judging a candidate primarily based on their attire, the subsequent step is their etiquette. The manner a character conducts speaks volumes about them. Rahul also brushed on