**Soft Skill for Managers**

**June 2023 Examination**

**Q1 Why is it important to prepare for any meeting and what all do you need to take care of? Assuming this meeting is to review your project, present your response detailing the essentials to make this meeting effective. (10 Marks)**

**Ans:**

**Introduction:**

Meetings are an essential part of any project. They are a method of communication and decision-making, allowing team members to collaborate, alternate thoughts, and offer updates on the challenge's progress. But, the effectiveness of a meeting relies upon how well it is prepared. In this essay, we will speak about why it's far crucial to prepare for a meeting and the essentials to make a meeting effective when reviewing a project.

**Importance of preparing for a meeting:**

Education is critical to the fulfillment of any meeting. It allows ensure the session runs smoothly,

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**Q2. Speech is an important part of soft skills. Explain what you understand of it? Mention, what is the purpose of speech? What are the parts of an effective speech and also mentions the important skills to make it an effective communication. (10 Marks)**

**Ans:**

**Introduction:**

Soft skills are personal attributes that allow individuals to interact effectively and harmoniously with others in the workplace. Assertive communication is one of the crucial elements of weak abilities, and a vital part of solid communication is speech. Speech is the system of delivering a message to a target market using spoken phrases. It is a critical aspect of communication in various fields, which includes business, education, politics, and amusement. In this essay, we will discuss speech, its cause, the parts of an effective speech, and essential skills to make it an

**Q3 You are part of the placement process at Campus tomorrow. It is for your dream organization. If you convert, you may have the highest package and a role you always wanted.**

**3a. You are an energetic and enthusiastic person but also quite anxious about the process tomorrow. Anxiety and stress do complicate things for you. What all can you do to ensure you can manage the interview well tomorrow? (5 Marks)**

**Ans:**

**Introduction:**

The placement method is essential to a scholar's life as it opens doors to destiny career opportunities. Feeling tense and stressed during such a momentous occasion is natural, but it is essential to manage these emotions successfully. This essay will discuss a few strategies to manage anxiety and stress during

**3b. Post 2 rounds of interviews you are one of the chosen 4 and the recruitment team invites you to join them on their table for lunch. The table also has the CEO of the organization, and he gets to interact with you for the first time at the table. What are the things you should focus on while eating and conversing with the team? (5 Marks)**

**Ans :**

**Introduction:**

Congratulations on making it to your dream company's final round of interviews! The very last stage of the interview process is as lots approximately demonstrating your social skills as it showcases your professional abilities. Lunch interviews can be intimidating, mainly if the company's CEO is a gift. Understanding how to navigate