

Term End Examination : June - 2018
RURAL DEVELOPMENT
Soft Skill Development (RD-07)

Time: 3 hours

Full Marks: 100

Read the instructions carefully before attempting questions from each group.

GROUP – A

Q.No. 1. Answer all questions selecting the right options. [1 X 10 = 10]

- i. Sender sends a message which the receiver receives and decodes. This is called _____.
 a. Communication b. Feedback c. Encoding d. None
- ii. The process of trying to reach an agreement through discussions is called _____.
 a. Negotiation b. Conversation c. Group discussion d. None
- iii. The beginning of a presentation should consist of _____ and the ending should have a proper conclusion.
 a. Opening b. Contents c. Introduction d. None
- iv. Unexpected, off-the-cuff talks are categorized as _____ presentations.
 a. Speech b. Impromptu c. Chat d. None
- v. The set of rules or customs that control accepted behaviour in particular social groups or social situations is called _____.
 a. Culture b. Policy c. Etiquette d. None
- vi. _____ questions in an interview is used to test the field-related knowledge of the candidate.
 a. Technical b. General c. Behavioural d. None
- vii. Use of hand movements to communicate is called _____.
 a. Posture b. Gesture c. Chronemics d. None
- viii. MS-Word is a part of _____.
 a. MS- Office b. MS- PowerPoint c. MS-Excel d. Paint
- ix. How can you insert a text box in MS-Word?
 a. Insert--- text box b. Insert--- text box---draw text box c. Both d. None
- x. _____ is the process of organizing and planning how much time you spend on specific activities.
 a. Time management b. Meeting c. Team management d. None

GROUP – B

Q.No. 2. Answer any 4 (four) questions each within 50 words. [5 X 4 = 20]

- a) What is the role of ICT in Public Service Delivery?
- b) What is time management? How is goal setting an important skill for time management?
- c) Suggest proper dress code for offices.
- d) What is a presentation? How is it different from a speech?
- e) What is the importance of etiquette in professional world?
- f) What is the importance of proper body language in an interview?

GROUP – C

Q.No.3. Answer any 4 (four) questions each within 200 words. [10 X 4 = 40]

- a) How should one prepare for an interview? Discuss.
- b) Explain the importance of Time Management. What are the techniques to manage time at workplace?
- c) Why is leadership an important skill? How can you develop leadership skills?
- d) What is netiquette? Explain.
- e) How can we develop an integrated approach to rural skills development?
- f) Write notes on any two of the following:
 - i. Using MS-Excel for data management
 - ii. Types of Interview
 - iii. Types of Communication
 - iv. Importance of Soft Skills

GROUP – D

Q.No.4. Answer any 2 (two) questions each within 250 words. [15 X 2 = 30]

- a) You have been asked to prepare a presentation on “Importance of Soft Skills in Rural Development”. Write the process of preparing for this presentation. Also, demonstrate the PPT slides by drawing them on your answer sheet.
- b) Prepare your GD notes on the topic “ICT Applications in Agriculture”. Also, discuss the dos and don’ts of GD.
- c) How should one prepare for an interview? Discuss.
- d) Explain the seven basic soft skills and its importance in education.