

3/MDC-210 Syllabus-2023

2 0 2 4

(December)

FYUP : 3rd Semester Examination

MULTIDISCIPLINARY COURSE

**(English Proficiency and Soft Skills
Development)**

MDC-210

Marks : 56

Time : 2 hours 30 mins

*The figures in the margin indicate full marks
for the questions*

PART—A

(Short answer-type questions)

Answer any *four* questions :

4×4=16

1. What are the key elements of effective communication?
2. Briefly discuss the importance of time management in the professional context.
3. What are the essential elements of effective speaking?

D25/945

(Turn Over)

(2)

4. What are the steps involved in resolving conflicts?
5. Correct the following sentences : $1 \times 4 = 4$
- (a) I did a mistake on my report.
 - (b) She was used to get up early when she was in college.
 - (c) None of them are here at the moment.
 - (d) He could not come tomorrow.
6. Choose the correct meaning of the words given : $1 \times 4 = 4$
- (a) Benevolent
 - (i) Secretive
 - (ii) Careful
 - (iii) Kind
 - (b) Cheerful
 - (i) Happy
 - (ii) Wonderful
 - (iii) Beautiful
 - (c) Vanish
 - (i) Fade slowly
 - (ii) Disappear
 - (iii) Erase

(3)

(d) Dull

(i) Uncomfortable

(ii) Boring

(iii) Tired

PART—B

(Descriptive answer-type questions)

Answer any four questions : 10×4=40

7. Discuss in detail the different factors that shape the personality of an individual. 10
8. How can you use SWOT analysis to assess your personal strengths, weaknesses, opportunities and threats? How can this understanding help in making better career decisions? 5+5=10
9. Explain the key characteristics of introverts, extroverts and ambivalents. Give examples to illustrate how each personality type approaches social interactions. 5+5=10
10. Identify the key qualities of a good leader. How do these qualities contribute to effective leadership in a professional setting? Give examples. 3+7=10

D25/945

(Turn Over)

(4)

11. Discuss in detail the various techniques for managing stress effectively. 10
12. You are applying for the post of marketing manager at a Multinational Company. Write a cover letter to accompany your application. 10
