

**ADVANCE CERTIFICATE IN
SPOKEN ENGLISH AND
PERSONALITY DEVELOPMENT**

00191

Term-End Examination

June, 2010

OSSI-003 : LIFE SKILLS - I (CSEPD)

Time : 2 hours

Maximum Marks : 60

Note : *This paper has 6 questions.*

All questions are compulsory.

1. Read the passage below and answer the questions that follow :

Time is money, but as the saying goes, time and tide wait for no one. And like money saved is money earned, the time you save is the time you create for other tasks. Time management is a vital skill that all leaders should develop. You cannot change the number of hours in a day, but you can change the way you spend those hours. Time management is a set of principles, practices, skills, tools and systems working together to help you get more value out of your time, with the aim of improving the quality of your life. First, evaluate where your daily 24 hours go. Keep a diary and track what you do each hour. At the end of the

week, glance over your findings. Next, determine what you should be investing your time on. Look at your diary again. Are you spending too much time watching television but only one hour with your family ? What can you eliminate from your schedule or at least cut back on ? What would that leave time for ?

- (a) How can you compare time with money ? 2
 - (b) We can't change the number of hours in a day but what can we change ? 2
 - (c) What does Time Management result in ? 2
 - (d) How should we start managing our time ? 2
 - (e) Give the meanings of the following words : 2
 - (i) evaluate
 - (ii) eliminate
2. Write your 'resume' using the information given; you can give additional information. You are Avantika Batra. You've done your B.Com from Maharaja Agarsen College and are now pursuing M. A. through IGNOU. You are a keen athlete and a trained Black Belt in Karate. You have one year's experience as a P. T. instructor in a school. 10
3. Write an essay, in about 100-120 words, on *any one* of the following : 10
- (a) Body Language
 - (b) Presentation Skills

4. Read the following sentences and based on your understanding of life skills, state whether *True* or *False*. 10
- (a) Leading by example is not important for a Team Leader.
 - (b) One must make eye contact while making a presentation.
 - (c) There's no need to greet everyone before an interview.
 - (d) When making a 'resume', we must remember the structure, look and feel.
 - (e) A 'resume' should have all the personal details on top.
 - (f) As soon as we get an interview call, we must start researching the profile and the company.
 - (g) We must trim our nails before an interview.
 - (h) Women should wear heavy make-up and jewellery at an interview.
 - (i) A 'cool' casual look is very important when going for an interview.
 - (j) It's not important to carry all one's documents to an interview.

6. Fill in the blanks with correct words from the box. 10

protocol, slurp, compliment, assume, intention,
convince, influence, pragmatic, proficient,
capitalised, tacit .

- (a) He has a very _____ approach and therefore is successful.
- (b) There is a lot of _____ in the foreign services.
- (c) It is impossible to _____ him about anything as he's very stubborn.
- (d) My sister is very _____ at cooking.
- (e) It is bad manners to _____ one's soup.
- (f) My mother was the biggest _____ on my life.
- (g) He _____ on all the income and set up a thriving business.
- (h) She _____ him on his book.
- (i) Meeta had good _____ but couldn't follow them.
- (j) We should never _____ anything till it happens.
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5. On the basis of your study of life skills, tick the correct option : 10
- (a) While talking of your strengths :
- (i) you should be honest
 - (ii) can make up stories
 - (iii) you should talk about ideal qualities
- (b) When answering a question on your weakness, you should say :
- (i) you don't have any
 - (ii) you had one but not any more
 - (iii) talking of one weakness doesn't go against you
- (c) You should extend a hand for a hand shake :
- (i) only if the other person offers a hand
 - (ii) because you're keen on a handshake
 - (iii) even when the other person shows to interest.
- (d) When handling questions on future plans, you should :
- (i) talk of realistic plans
 - (ii) talk of impossible ambitions
 - (iii) say you don't have any plans
- (e) When discussing salary at an interview, you should :
- (i) quote the highest figure possible
 - (ii) keep industry standards in mind and job requirements
 - (iii) not show any interest

- (f) Meetings are :
 - (i) not important
 - (ii) an essential part of work
 - (iii) an unusual occurrence in life
- (g) While dining in a formal place
 - (i) we shouldn't start till everyone is served
 - (ii) shouldn't pass food to anyone
 - (iii) always start eating first
- (h) Team work means :
 - (i) individual performance
 - (ii) any outdoor activity
 - (iii) joint action by two or more people or a group
- (i) Gestures, if used effectively :
 - (i) clarify and reinforce your point
 - (ii) offend people
 - (iii) mislead people
- (j) Time management :
 - (i) helps you get more value out of your time
 - (ii) means to look at things for long
 - (iii) to waste time at will