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POONA INSTITUTE OF MANAGEMENT
SCIENCES & ENTREPRENEURSHIP

(A Religious & Linguistic Minority Institution, Recognized by DTE, Govt. of Maharashtra, Affiliated to Savitribai Phule Pune University,
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MBA-IT (SEM - II)
210: Soft Skills II
(2020 PATTERN)

SHORT QUESTIONS

1. What do you mean by self esteem
2. What do you think attitude is?
3. What do you mean by perception
4. Imagine your goal after 2 years
5. What's the most stressful situation you've faced at work so far?
6. Can you describe a time when your stress resulted in making errors at work?
7. What thoughts come to the mind when you're under negative stress?
8. What do you mean by anxiety?
9. What do you mean by motivation?
10. What motivates you to go to work every day?
11. How do you stay organized?
12. What are 5P's of Public speaking
13. How to show you are a great presenter
14. What is a gesture?
15. How would you describe yourself
16. Do you work well with other people?

17. How would you explain a complicated technical problem to a colleague with less technical understanding?
18. What would you do if you misunderstood an important communication on the job?
19. Describe your communication skills.
20. Is it more important to be a good listener or a good communicator?
21. How do you handle your mistakes at work?
22. Prioritize the company's needs and interests
23. Any 2 telephonic etiquettes for the interviewer
24. Define integrity in work ethics
25. Any 2 email writing etiquettes