

Short Question - Answers

SYBA/BCOM/BSC (SEM-3) (04 Marks)

AEC: English Proficiency and Life Skills – III



Dr. Rakesh Patel



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"Action will be Taken" - by Heinrich Boll

Thinking about soft skills (listening skills):

1. What exactly is empathy?

Ans: Empathy means understanding how someone else feels. It is like putting yourself in their place and feeling their emotions.

2. How is empathy different from sympathy?

Ans: Empathy is feeling with someone; sympathy is feeling sorry for them. Empathy connects, while sympathy sometimes creates distance.

3. Do you think having empathy is important for human beings? Why?

Ans: Yes, empathy helps people care for and understand each other. It builds trust, kindness, and better relationships.

Soft skills at the workplace:

1. What kind of workplace skills do we learn or are forced to learn from the architecture of buildings where factories, offices are located?

Ans: We learn to adjust to space, light, and design. Bright lights and open spaces may increase energy and focus. Architecture can shape how we feel and work.

2. What kind of workplace skills do we learn from the way in which our co-workers, including managers, interact with us and others?

Ans: We learn teamwork, communication, and respect. Good interaction teaches us patience and problem solving. We also learn how to lead and support others.

3. What are the advantages of doing some work for which we may not have acquired any proper training? Why would you do such work?

Ans: It helps us discover hidden talents and gain new experience. We may also learn faster in real situations. Doing such work can lead to growth and confidence.

4. Do you think that simply working to earn a living is a meaningful way of living?

Ans: Only earning money is not always meaningful. Helping others and doing work with purpose gives life deeper value. Sharing skills or time with the less privileged brings true satisfaction.

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"The Dispenser of Holy Water" - by Guy De Maupassant

Thinking about soft skills (listening skills):

1. What is hope?

Ans: Hope is the belief that positive outcomes are possible, even in difficult situations. It encourages us to stay motivated and look forward to better times ahead. Hope helps us maintain a positive mindset and inspires resilience.

2. What is optimism?

Ans: Optimism is the tendency to see the good in situations and expect positive outcomes. It involves focusing on possibilities and believing that challenges can be overcome. Optimism encourages a proactive attitude and helps build resilience in the face of adversity.

3. What is positivity?

Ans: Positivity is the practice of focusing on the good things in life. It involves seeing challenges as opportunities and maintaining a hopeful outlook. Being positive can improve mental health and strengthen relationships.

4. How are hope, optimism and positivity different?

Ans: Hope, optimism, and positivity are related but different concepts.

Hope is the belief that things can get better, even in tough times.

Optimism is a general outlook that good things are likely to happen in the future.

Positivity is about actively focusing on the good in situations and maintaining a cheerful attitude. While hope and optimism are more about beliefs about the future, positivity is about the mindset we carry in our daily lives.

5. Are any of these attitudes important in living a good life? What would they be and why?

Ans: Yes, these attitudes are important for a good life. Hope helps us stay strong during tough times and motivates us to keep going. Optimism encourages a positive view, making us open to new chances and experiences, which improves our mental health. Positivity helps us enjoy life, build better relationships, and handle stress. Together, they support happiness and fulfillment.

Soft skills at the workplace:

1. Do employed people help other unemployed people find jobs? Why do you think they do so?

Ans: Yes, some employed people help others find jobs. They do this because they care or want to support friends and family. They may also know about job openings.

2. Does an unemployed person help an employee with his job? How so?

Ans: Sometimes, an unemployed person can help with small tasks. They may give advice or share ideas. They also help by filling in if needed.

3. How do you think being unemployed affects both the individual and the organisation? Are there different kinds of unemployment? What could some of them be?

Ans: Unemployment makes a person feel sad or stressed. It also means the organisation may lack skilled workers. Yes, there are types like seasonal, structural, and frictional unemployment.

4. How does an employer treat unemployment in candidates who apply for jobs, especially in less structured sectors such as agriculture, construction, etc.?

Ans: In less structured jobs, employers may not mind short unemployment. They look more at skills and experience. But long gaps may raise questions.

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"After Twenty Years" - by O. Henry

Thinking about soft skills (listening skills):

1. What do you understand by the word professionalism?

Ans: Professionalism means behaving well and being responsible in a job. It includes being reliable, respectful, and skilled. It's about doing your best and treating others right.

2. Whom would you call professionals? Give at least five examples.

Ans: Professionals are individuals with specialized skills or knowledge in a particular field. Examples include: 1. Doctors 2. Teachers 3. Engineers 4. Lawyers 5. Accountants

3. Whom would you classify as being non-professionals? Give at least five examples.

Ans: Non-professionals are individuals who may not have specialized training or certification in a specific field. Examples include: 1. Retail workers 2. Waitstaff 3. Janitors 4. Delivery drivers 5. Construction laborers

4. Why do some professionals behave unprofessionally sometimes?

Ans: Some professionals act unprofessionally because of stress or burnout. Personal problems and a bad work environment can also play a role. Sometimes they just forget their responsibilities or values.

Soft skills at the workplace:

1. How does an effective understanding of professionalism help in performing one's job satisfactorily and successfully?

Ans: When we understand professionalism, we learn how to behave well at work. It helps us do our job better and earn respect from others.

2. How can individuals develop their professional skills continuously throughout their career and their lives?

Ans: People can keep learning new things by reading, taking courses, and listening to others. Practice and hard work also help them grow in their job.

3. What are some of the ways in which professionalism has been enshrined in a code of conduct of certain organisations such as the Indian Medical Association (IMA) and State Bank of India Officers Association (SBIOA)?

Ans: These groups have rules that tell members to be honest, helpful, and respectful. They also ask members to care for others and work with discipline.

4. What are some of the ways in which you feel you can be more professional in your own life? Do you think you can achieve a balance between duty and personal considerations?

Ans: I can be more professional by being on time, speaking politely, and doing my work well. I think with good planning, I can manage both my duties and personal life.

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"The Power of A Plate of Rice" - by Ifeoma Okoye

Thinking about soft skills (listening skills):

1. What do you feel are some of the qualities of good leaders?

Ans: Good leaders are kind, honest, and strong. They help others and do the right thing.

2. Is initiative an essential quality in leaders? Why do you think so?

Ans: Yes, it is. A good leader starts work without being told and solves problems quickly.

3. Do good leaders keep motivated throughout their lives? How do you think they do so?

Ans: Yes, they stay motivated by believing in themselves and their goals. They also think of ways to help others.

Soft skills at the workplace:

1. How do you deal with a colleague from the opposite sex?

Ans: I treat them with respect and kindness. I work with them like a friend or teammate.

2. How would you handle difficult financial situations?

Ans: I try to spend less and save money. I ask for help if I really need it.

3. Do your family members enable you to perform your work well? How do they do so? How do you balance your personal relationships with your duties?

Ans: Yes, my family helps by taking care of things at home. I spend time with them after work and plan my day well.

4. Have you ever been in a critical situation? How did you manage your interpersonal relations in the workplace during this time?

Ans: Yes, I stayed calm and talked kindly to others. I did my best to finish my work and not hurt anyone's feelings.